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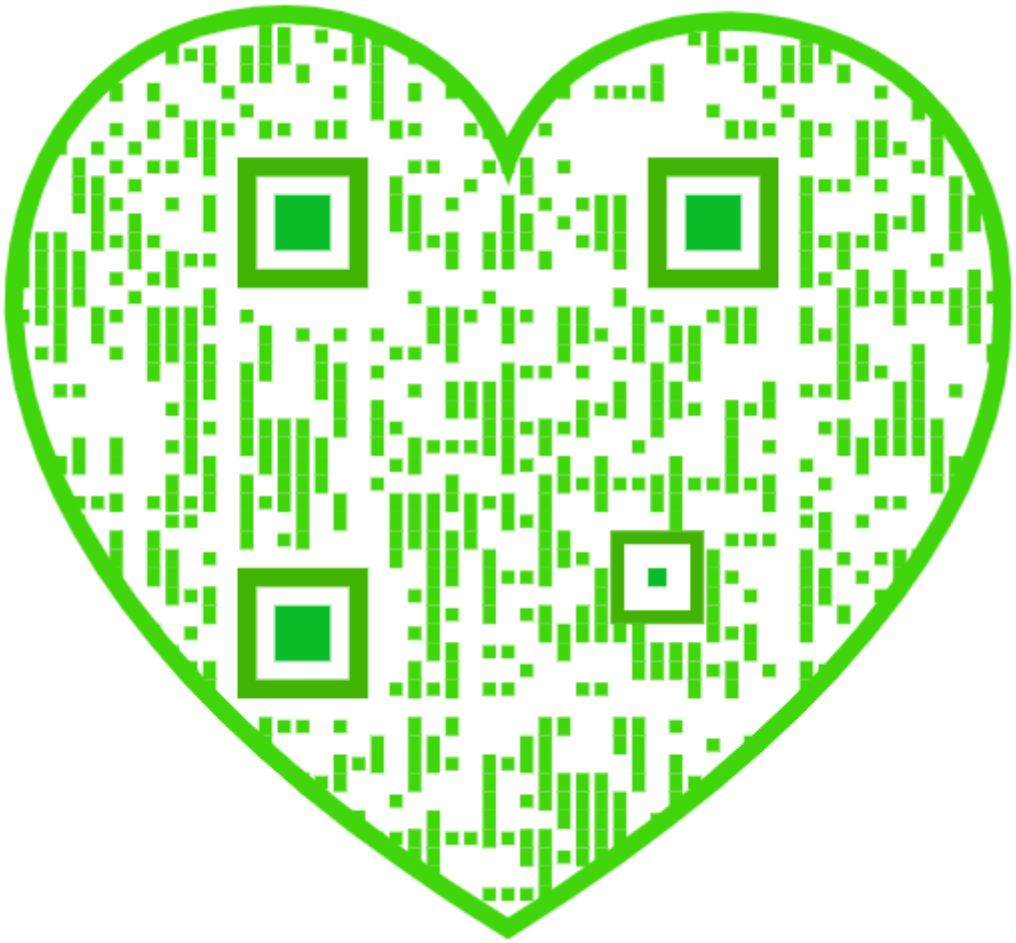

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A Filing Primer

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Preface

THIS book is intended primarily as a textbook for the use of students in the Schools of Filing. It can also be studied to advantage by those who have gradually taken up the work of filing but have had no opportunity to study it carefully. Experienced file operators who wish to adopt the standard rules for indexing and filing and for general file procedure will also find this a valuable reference book.

Starting with the earliest known methods of filing, the text traces them briefly through successive stages of progress, and then takes up in greater detail various modern methods of filing which have been developed by leading file specialists.

General rules for indexing and filing and for general file procedure in handling the records most frequently used in commercial organizations have been arranged in logical order.

The book describes only the general rudiments of filing, and is not intended to be an exhaustive treatise on the subject.

For many helpful suggestions and criticisms, acknowledgment is due to the teachers in the Schools of Filing and to the members of the Department of Indexing and Filing.

Library Bureau.

OUTLINE OF COURSE

LESSON 1. Theory and Evolution of Filing.
Filing Cabinets and Supplies.

LESSON 2. Indexing and Filing Procedure.
Indexing and Filing Rules.

LESSON 3. Classes of Matter Filed.
Alphabetic Filing.
L. B. Direct Alphabetic Filing.

LESSON 4. Y. & E. Direct Name Index.
Shaw-Walker Ideal Index.
Globe-Wernicke Safe Guard Index.
Amberg File and Index Co. — Alphabetic Index.

LESSON 5. Numeric Filing.
Catalog Filing.
Blue Print Filing.
Legal Filing.

LESSON 6. L. B. Automatic Index.

LESSON 7. Geographic Filing.
Charge Methods.
Cross Reference.

LESSON 8. Subject Filing.

LESSON 9. Follow-Up Systems.
Transfer Methods.

LESSON 10. Card Records:
Purchase Records.
Sales Records.
Stock Records.
Ledgers.

A Filing Primer

Lesson 1

Theory and Evolution of Filing

FROM the beginning of commercial activity some form of record making and record keeping has been fundamental. The first forms of record merely represented a legible expression of thought and gradually included the results of personal contact between individuals. As civilization advanced there developed the need of some form of contact not involving the actual coming together of individuals. Such fundamental necessities occasioned first the record-bearing stone and wooden tablets, next the parchment product of animal hides, and finally the forms of present-day paper. The necessity of record-bearing papers, of correspondence between individuals or groups of individuals, vital to the very existence of commercial transactions, was soon recognized. To preserve and produce recorded information, therefore, in one form or another, became the objective of a new science called "Filing."

The filing methods of fifty years ago were decidedly crude. In those days systematic people folded their letters, wrote either the name of the correspondent or the subject on the outside, and placed them in the pigeon holes of high roll-top desks. When a

pigeon hole became filled, the letters were tied together and put away on a shelf. People who were less systematic, with neither time nor patience to fold their correspondence, simply used a spike on the wall or a spindle on the desk on which the correspondence was "speared" after receiving attention. When the spike became filled the letters were removed, a string substituted for the nail, and the papers tied together in a bundle. Both of these crude methods made it impossible to locate correspondence with any degree of speed, if at all.

The first real forward step was taken with the introduction of the box file. Each box file is usually equipped with a set of alphabetical index sheets, fastened into the box at one side. The papers are filed between these sheets according to the letters of the alphabet. For example, all letters from firms or individuals beginning with the letter "B" are filed in the "B" section of the box. This is an improvement over the previous method, as the correspondence is segregated by the letters of the alphabet. With a large number of letters, however, the box soon becomes filled, often necessitating a search through a number of boxes to locate desired correspondence.

The next progressive step came between 1870 and 1880, when flat files were introduced. Such files are frequently discovered today. These files consist of a series of trays arranged drawer fashion in a wooden shell, each tray bearing an outside label indicating its contents. The interior arrangement and filing method are very similar to that of the box file. In most flat files no attempt is made to file the matter of the same name or subject together, papers being filed directly behind the proper alphabetical

index sheet regardless of previous matter. In some cases, index sheets with wide tab projections have been inserted for most active names or subjects, and occasionally a form of vertical file folder has been used for such purposes. Many of the large corporations, especially railroads, have used a piece of heavy cardboard (called a "backer"), attaching to this backer with strings or metal fasteners the correspondence relating to an active name or subject.

Late in '92, Dr. Rosenau, Secretary of a charitable organization in Buffalo, N. Y., called at the New York office of Library Bureau and asked for a system for filing his records of cases similar to the card system. The first real vertical system for filing correspondence was then established, based on the principle which is still in force; *viz.*, the filing of papers on edge, behind guides, bringing together all papers to, from, or about one correspondent or subject.

Only a few years ago the filing of papers in many offices was handled by office boys. Correspondence was still considered of comparatively little value and few of the filing methods produced any desired paper promptly. During the last ten years, however, business has grown tremendously and the importance of accurate and accessible records has correspondingly increased. The use of typewriters and shorthand has added greatly to the amount of correspondence. Present conditions demand filing efficiency. The classifying and filing of business information requires specialized training, and the filing department is recognized as one of the most important factors in the successful business organization.

Filing Cabinets and Supplies

Modern Filing Cabinets

Filing cabinets in use at the present time are of four distinct types:

1. Vertical or upright units.
2. Counter hight units.
3. Horizontal units.
4. Solid cabinets.

These cabinets are made in wood or steel. The wood cases are usually made of quarter sawed oak, antique or golden finish, or of mahogany, colonial finish. Steel cabinets are usually finished in olive green, soft and natural in tone which harmonizes perfectly in any surrounding. The steel cases are also finished in imitation mahogany, and by a very few manufacturers in imitation oak.

Vertical or Upright Units

Vertical or upright units are cabinets with the drawers arranged one above the other, the units being so made that they can be joined together side by side, forming one complete cabinet called a "battery." A battery may be made of any number of units, depending only on the requirements or the size of the room. They can be arranged in a long single row or divided into groups to serve as partitions between the departments of an office. The arrangement may easily be changed at any time to meet new requirements. Each unit is approximately 51½" high and 27" deep from front to back. They are made with various sizes of drawers, usually those in each cabinet being the same size, such as in the correspondence unit, with four drawers, each

drawer being approximately 10½″ high by 12″ wide and 24″ deep. It is possible, however, to obtain combination units with drawers of two or more sizes in one section, such as an architectural unit which has three large drawers for filing plans and blue prints and a smaller drawer divided into three rows for filing index cards.

Counter Hight Units

Counter hight units are similar to the above, except that they are usually only 42″ high. These units are designed to meet the needs of a filing cabinet and counter combined. This demand has been brought about by the general adoption of the flat-top desk in place of the roll-top or high standing desk, and further by the desire of the business man to have an unobstructed view of the entire office while seated at his desk. These units may form a sectional counter separating the office from the public space for customers, or serve as a partition between departments. They not only provide a sufficient number of card and filing drawers for records and working material, but at the same time furnish a convenient working top.

Horizontal Units

Horizontal units are so designed that they may be added to by stacking them one above the other. A single unit with a base and top forms a complete cabinet. Practically any number or combination of units may be added as needed. They are designed especially for use where a number of records of varying sizes are to be kept in the same filing cabinet. Because of their flexibility they are very useful

in small or private offices. Horizontal units are made in what is known as "full size" which are approximately 33″ wide, also in a "half size," sometimes called a "Demi unit," which are about 18″ wide. They are also made in two depths, approximately 16″ and 24″.

Solid Cabinets

Solid cabinets are complete in themselves and are not of unit construction. Most manufacturers are today making solid cabinets only in card sizes, which are designed for use on desks, tables or special bases, although there have been and still are a few made in the large filing sizes. These latter, however, are today usually of the cheaper grade often used for transferring or when only a small file of four drawers or less is required.

Standard Sizes

File Drawers

File drawers are made in varying sizes to best accommodate the papers which are used in business today. The inside hight and width of the drawers in filing cabinets are practically standard, but the depth from front to back varies according to the different manufacturers. The average inside depth of drawers in vertical units is 24″, in horizontal units 14″ and 22″. The most common sizes used are as follows:

Correspondence, approximately 10½″ high x 12″ wide.

Legal, approximately 10½″ high x 15¼″ wide.

Bill, approximately 8″ high x 10″ wide.

Order, approximately 6¼″ high x 8¼″ wide.

Card Trays

Wood and steel card cabinets are made both in vertical and horizontal units. The card trays are made mostly for the three standard sizes of cards, 3 x 5″, 4 x 6″ and 5 x 8″. For vertical units the average inside depth is about 24″; for horizontal units it is about 14″.

Card desk trays, both with and without cover, and in various depths, are made for the standard sizes of card records. These trays are intended for use on a desk, or to be kept in a desk drawer or in a safe.

Followers

All card trays and filing drawers are equipped with adjustable sliding followers, made either of a metal plate or a wooden block, so designed that they hold the material in a vertical position.

Accessories

Desk Letter Trays

Desk letter trays are made large enough to hold the various sizes of papers ordinarily handled over the desk. They are used for incoming mail which has not received attention and to hold correspondence which is to be collected and sent to the files. They should be placed in a convenient place for messengers and others to make collections. By the use of special uprights they may be stacked one above the other when desired.

Vertical File Trays

Vertical file trays with hinged cover, approximately 19″ or 20″ deep, are often used for small private

files and for follow-up purposes. They may be used on top of desk or table or they may be placed on leg bases, bringing the papers to a convenient hight when placed at the side of the desk.

Correspondence Sorting Trays, or Sorters

Sorting trays are made approximately 20″ deep front to back, and are fitted with guides corresponding to the system in use. They are used for the rough sorting of papers preparatory to filing. Papers are thus kept in an accessible form until the filing is actually done. These trays may be used on a desk, table or leg base.

Reference or File Shelves

File shelves are used as a convenient place to keep papers while the actual filing is being done. They are usually made to hang on the handles of the drawers. When filing, attach the shelf to the handle of the drawer beside the one in which the papers are being filed.

Supplies

Guides

A filing guide is a heavy card, the body size of which is the same as the folder with which it is used. At the top of the guide is a tab on which is printed some distinguishing letter, number, symbol, name or word. These tabs project above the folders, and serve as sign posts in the file and help to locate quickly any desired material. Filing guides are usually made with a rod projection extending below the body of the guide. This projection is made with a metal eyelet to permit a rod being run through the

eyelets of all guides in a drawer, so as to hold them in place and also prevent folders or papers from slipping down in the drawer.

Grades of Guides

Manila

This is a tough, durable guide of extra heavy manila tag, usually 20 points thick, a point being 1/1000 of an inch.

Pressboard

Pressboard is made of cotton fibre and wood sulphite stock, pressed together very hard and highly calendered. It is especially adapted for the hard use of an active file. Pressboard guides are usually made from 25 to 35 points thick. They are made with plain, celluloided or metal tip tabs.

Celluloided

Inset celluloided guides are usually made of pressboard stock, with two pieces of solid celluloid dovetailed into the shoulder of the guide projection, over which a transparent celluloid covering is cemented, fully encasing the tab in celluloid. The tabs are always perfectly smooth and legible and will stand the hardest usuage.

Metal Tip

Metal tip guides are practically indestructible. The metal tip is fastened securely to the pressboard, and gives the stiffness and durability of a sheet metal guide without its weight and expensive cost. Old labels are easily removed and new ones inserted. Celluloided covers for the labels can be used to

advantage. Metal tips are satisfactory only on pressboard guides; the manila is neither heavy enough nor stiff enough to give the necessary support.

Arrangement

Filing guides may be obtained with tabs in two, three or five positions, commonly referred to as halves, thirds and fifths, or half-cut, third-cut and fifth-cut, respectively. When guides are used with tabs in different positions, each succeeding the previous one from left to right, the arrangement is termed collated or staggered. Filing guides may be obtained with printed tabs for various purposes such as:—

Alphabetic Guides, tabs printed with the letters or divisions of the letters of the alphabet.

Month Guides, 12 guides to a set, tabs printed January to December.

Day Guides, 31 guides to a set, tabs printed 1 to 31 for the days of the month.

State Guides, 52 guides to a set, tabs printed with the names of the states.

Folders

A folder is a sheet of heavy paper, usually manila, folded once, the front flap being approximately ½″ shorter than the back flap. They are used in filing to hold the papers to, from or about one correspondent or subject, and are placed in the file in an upright position resting on the folded edge. Folders are usually scored to allow for ¼″ expansion. This prevents those containing heavy material from slumping.

By the use of folders, reference to papers relating to the same name or subject becomes more rapid and accurate, the papers themselves being preserved

and safeguarded in all files and in processes of handling. Folders are essential in all correspondence files and whenever papers in the same file are of varying sizes. Occasionally conditions justify the elimination of folders, *e.g.*, when papers of the same group are of a uniform and standard filing size, such as order forms, etc. The error of too frequent use is less serious, however, than that of too infrequent use.

Grades of Folders

Manila

Manila folders are made in many grades, and vary in thickness from approximately 7 to 11 points. They are graduated in weight and quality according to the service they must render, whether for temporary or for continuous and hard use. Practically all folders are manila.

Pressboard

Pressboard folders are made to meet the demand for a folder which can be put to extremely hard use. They may be had without tabs, or with either plain, celluloided or metal tip tabs. They are usually made of 25 point pressboard with a linen bottom.

Leatherette or Fiber

Leatherette folders are made of red rope and are exceedingly tough. They are approximately the same thickness as heavy weight manila folders.

Styles of Folders

Straight-Edge Folders

A straight-edge folder has a straight edge at the top of both front and back flaps, the name or num-

ber of the correspondent or subject being written on the back flap in the upper right hand corner.

Tab Folders

A tab folder has a projection or tab at the top of the back flap on which is written the name applying to the contents of the folder. Folders are made with tabs in various cuts and positions according to the system used.

Expansion Folders

Expansion folders, known also as "Accordian Pleated" folders, have additional folds at the bottom which permit it to expand about an inch. This allows the filing of a greater number of papers than would be possible in a regular folder. They may be either of manila or pressboard stock. The former are made of one continuous piece; the latter are made of two separate pieces, joined by a linen strip so pasted as to give a double thickness to the fold.

Binder Folders

Binder folders may be any of the above mentioned folders fitted with metal fasteners by which papers are bound into the folder. Binder folders should never be made of light weight stock.

Reinforced Folders

Reinforced folders are made with regular straight edge or with tabs in various positions for use in any of the standard filing systems. These folders are reinforced on the top or tab by folding the top edge of the folder in on itself and pasting it down, giving additional strength where the wear comes.

Because of the double thickness of the upper edge, they are more durable and at the same time take up only half the space in the file required for folders made of sufficiently heavy stock to equal them in strength.

Labels

Gummed labels, on which the name of the correspondent or the subject can be typewritten, are recommended to be pasted on the back flap or tabs of the folders.

These are furnished in strips and can be purchased in a variety of colors. This often obviates the necessity of buying a large stock of folders in various colors.

In typewriting the names, it is good form to have no punctuation and only the first letter of each word capitalized. Care should be taken that the names will appear at the very top edge when the labels are pasted on the folders, and in a good alignment when filed. In writing labels always start either number or name, whichever appears first, two spaces from left edge of label.

Drawer Labels

Drawer labels should have the same caption as the first guide in the drawer.

Lesson 2

Indexing and Filing Procedure

THE object of this lesson is to consider in logical sequence the various operations involved in the efficient handling of a paper from the time of its receipt until it is finally filed.

Correspondence

Correspondence includes all incoming and outgoing communications, such as letters, telegrams, bills, orders, inter-departmental memoranda, etc.

The file clerk may or may not open the mail. If she does she distributes it. In many organizations the mail is received and sent out by a special department, called the Mailing Department, which is entirely separate from the Filing Department.

Incoming Mail

As some letters are confidential, and others are indefinitely addressed, the executive in charge of the Mailing Department should be a trusted and experienced employee who is thoroughly acquainted with the office system, so that all incoming mail can be quickly distributed to the departments or individuals to whom it should be referred for attention. Time stamps should be used to note the date and hour the letters are received. In some offices the letters are also marked at this time with the proper notation to show how they are to be filed.

Outgoing Mail

At regular intervals during the day the mail clerk collects from the desk letter trays of the various individuals all matter which is to be sent out or which has received proper attention and is ready to be filed. Outgoing mail is taken to the Mailing Department to be sealed, stamped and sent to the post office. Matter to be filed is taken to the Filing Department.

Copies of all outgoing letters should be made and filed with the incoming mail. These may be made in either of the two following ways:

Carbon Copies

When the letters are typewritten a copy may be made by the use of a second sheet of paper and a piece of carbon paper. More than one copy is often desired and many copies may be made by the insertion of the proper number of carbon sheets alternating with the copy paper.

The paper used in making carbon copies or transcripts should be of a different color from that used for the original, and printed "File Copy," preferably in contrasting color diagonally across the sheet. This allows file copies to be readily identified.

In some of the larger organizations with a number of departments, a different color is used for the copies of each department. When these copies have been filed the letters written by any one department can be quickly found, and it becomes unnecessary to run through the entire correspondence to get the desired matter.

The use of carbon copies insures a uniform size which greatly adds to the convenience of handling and the appearance of the inside of the file drawers.

Rotary Copier

For copying letters, some firms use special machines, called copiers. On account of the difficulty in keeping the machines adjusted properly and because the copies thus made are very flimsy and not easily handled in the file, these machines are rapidly being discontinued.

These two methods have generally supplanted the use of the old-fashioned letter press copy book which has proven unsatisfactory in modern business.

Releasing Matter

All matter released to be filed should be marked, preferably in the upper left corner, by the person releasing same to indicate to the file clerk that the matter has received attention. This mark may be initials, written or stamped, or it may be stamped "File," "Closed," "Complete," etc. Pending matters should be marked "Follow-up," "H.F.A." (Hold for answer), "Tickler" or "Pending" to indicate that they are not ready for the files, but are to be placed in a pending file.

Indexing

Indexing is the classification of matter to be filed according to some predetermined plan. It may or may not involve the actual writing of a caption, code number or symbol on the papers.

A successful indexer must not only know the organization and its business thoroughly, but must frequently read the matter carefully in order to determine whether the matter should be indexed by one or more than one of the following captions:

Name on the letter head.
Name of the party addressed.
Name of the party signing the letter.
Name of the subject or person mentioned in the letter.

Correct arrangement of captions should be understood by the indexer, and appear correctly on cards, labels, folders, cross reference sheets, etc. For correct arrangement, see "Indexing and Filing Rules."

Coding

Coding is the placing of symbols, numbers or letters at time of indexing on matter to be filed.

Where there is more than one file in an organization, it is often desirable to use a different colored pencil for coding the papers of each department.

Sorting

Sorting is the arranging of matter to be filed according to indexed caption or symbol. There are two methods of sorting, *viz*:

(1) Tray Sorting: Sorting into a tray or trays, with alphabetic, numeric or geographic guides in vertical position to conform to the system in use.

(2) Compartment Sorting: Sorting into compartments which of themselves divide the matter just as the guides in tray sorting, but hold the papers in horizontal position.

In alphabetic and numeric sorting the number of guides or compartments necessary for quick sorting and rapid final arrangement is approximately 10% of the number of guides in the system used.

Filing

Filing is the placing of matter in a file container according to a predetermined plan. A folder should be raised or removed from the file before placing matter within it. Matter should be filed with the headings to the left so that all papers regardless of size read naturally as in a book, except where this arrangement involves folding, otherwise unnecessary.

In most systems two kinds of folders are provided, miscellaneous folders and individual folders.

Miscellaneous Folders

Miscellaneous folders are used for matter to and from infrequent correspondents, or about an inactive subject. One miscellaneous folder is usually provided for each guide division in the file. When a miscellaneous folder contains six or more pieces for a single name or subject this matter should be removed and placed in an individual folder. If a miscellaneous folder becomes congested, it is advisable to start an individual folder for those correspondents having four or five pieces of matter, particularly if it seems likely that their correspondence will increase

In the miscellaneous folder matter should be filed in alphabetic order by name or subject, and all papers for one name or subject should be filed together in chronologic order, the latest date to the front.

Individual Folders

Individual folders are used for the active correspondents or subjects, and each contains matter to, from, or about only one name or subject.

Within an individual folder, papers should be arranged chronologically, the latest date to the front. Individual folders (except expansion folders) have a maximum capacity of one hundred pieces. As soon as the folder reaches this volume, another folder should be added and placed in front of the old folder. Both folders should bear the initial date of the material filed within. This procedure should be repeated whenever a folder reaches the maximum capacity.

Cross Reference

If a letter involves more than one name or subject it should be filed under the most important, and cross referenced under the others.

General Procedure

When matter is brought to the Filing Department it is indexed by the file clerk. The method of filing in use may require coding, but if not the matter is sorted according to the system in use. Any obscure captions are underlined to assist the junior file clerks in properly coding and sorting the mail. At this time cross reference is made, if necessary, and the matter for the follow-up or pending file is properly cared for. The papers are then ready to be filed.

General Rules

The standard vertical file drawer of 24″ has a maximum capacity of 5000 pieces with the necessary guides and folders. However, this volume does not permit any operating space. To insure efficient operation the maximum capacity should be 4000 pieces.

The usual number of guides per drawer should be between 30 and 40, in order to provide proper distribution of *matter*, facilitate reference, and furnish support. Five individual folders per guide should be the average number.

Folders should always be filed behind the guides.

Miscellaneous folders should follow individual folders.

A Few Suggestions Worth Following

Never overcrowd folders or drawers.

Material torn or in bad condition should be repaired with mending tissue.

Handle the guides by the body of the guide as much as possible.

Do not try to pull forward the material in the whole drawer by the guides at the back.

Lift the folders up part way before placing material in them, or better still, remove them from the file.

Keep all headings at the left as operator faces the file. This means half page letters as well as whole pages.

Never leave material on top of the files.

Close every file drawer after using.

Avoid the use of clips or pins as much as possible.

File each day's material; never let it accumulate.

The use of rubber finger tips will add to the speed with which papers can be fingered.

Folders or papers should never be filed or refiled by any one except those in charge of the files.

Indexing and Filing Rules

Certain fundamentals of correct indexing and correct filing must be recognized. General rules covering these fundamentals, applicable to any and all filing systems, to be amplified according to individual conditions, are given below. Examples show the correct form of *indexing and filing titles*, but do not necessarily indicate the correct form of writing such titles.

1. Reverse names of individuals, considering first, surname, then first name and middle initial.

Example:

John J. Brown	Brown, John J.
Howard A. Jones	Jones, Howard A.

1a. Individual name prefixes, such as De (de) (d'), du, von, Le (L'), are considered as parts of the surnames and not separately.

Example:

DeDuniak, Andrew	Leck, William
DeGaugn, Charles	Leeman, Howard
Degaw, Edwin	L'Engle, Joseph
D'Olier, François	

2. Names of firms, corporations and institutions should be indexed as written, except where they embody full names of individuals (see Rule No. 3).

Example:

Church of the Epiphany	Church of the Epiphany
D E K Co.	D E K Co.
Harris, Forbes & Co.	Harris, Forbes & Co.

Il Progresso Italo	Il Progresso Italo
La France Novelty Co., Inc.	La France Novelty Co., Inc.
Lamson & Hubbard Co.	Lamson & Hubbard Co.

3. When full name of an individual is embodied in firm name, reverse name of individual, considering first, surname, then first name and middle initial (see Rule No. 1). Cross index when necessary.

Example:

Marshall Field & Co.	Field, Marshall, & Co.
Ben Franklin Steamship Co.	Franklin, Ben, Steamship Co.
Washington Irving High School	Irving, Washington, High School
Henry E. Kane & Co.	Kane, Henry E., & Co.

4. Hyphenated surnames of individuals are treated as one surname.

Example:

Blanche Duff-Gordon	Duffgordon, Blanche
Cecil Spring-Rice	Springrice, Cecil

5. Hyphenated firm names are treated as separate words.

Example:

Air Automobile Agency	Air Automobile Agency
Air-O-Pad Co.	Air O Pad Co.
Air Silk Mills	Air Silk Mills
Scripps, B. A.	Scripps, B. A.
Scripps-Booth Co.	Scripps Booth Co.
Scripps Motor Co.	Scripps Motor Co.

6. (See also Rule No. 7.) Titles which may be spelled either as one word or two words should be treated as one word.

Example:

Automotive Sales Co.	Automotive Sales Co.
Auto Piano Co.	Autopiano Co.
Inter State Drug Co.	Interstate Drug Co.
Interstate Manufacturing Co.	Interstate Manfacturing Co.
North East Coal Co.	Northeast Coal Co.
Northeast Harbor Dredging Co.	Northeast Harbor Dredging Co.
South Eastern Manufacturing Co.	Southeastern Manufacturing Co.
Southeastern Milling Co.	Southeastern Milling Co.

7. Compound geographic names are filed as two words.

Example:

New Jersey
New London
Newburg
Newton

8. When article "The" is part of title, it is placed in parentheses ( ); if initial word, placed at end.

Example:

Hart The Florist	Hart (The) Florist
The Castle Hat Co.	Castle Hat Co. (The)

Exception: In foreign corporation names the article is indexed as written (see Exception B under Rule No. 13 and Rule No. 2).

9. Foreign governments are indexed under name of country subdivided by department or bureau.

Example:

Dominion of Canada Department of Agriculture	Canada, Agriculture (Dept. of)
Republic of France Department of the Seine	France, Seine (Dept. of the)

Federal departments should be indexed under "United States Government" and subdivided by name of departments.

Example:

U. S. Dept. of Agriculture	U. S. Government Agriculture (Dept. of)
U. S. Collector of Internal Revenue	U. S. Government Treasury (Dept.) Collector of Internal Revenue

States, Counties, Cities, Towns, etc., are indexed by name of location subdivided by departments.

Example:

State of New York	New York, State of
Commonwealth of Pennsylvania	Pennsylvania, Commonwealth of
Probate Court Norfolk County	Norfolk County Probate Court
Town of Berwick	Berwick, Town of
City of Boston	Boston, City of
Borough of Manhattan	Manhattan, Borough of

9a. Phrases such as "Dept. of," "Bureau of," "Board of," "Commission of," etc., when applied to Federal, State, and Municipal Government, are placed in parentheses ( ) after the word they modify.

Example:

New York Board of Aldermen, New York City	New York, City of, Aldermen (Board of)
Commission for the Blind, New York State	New York, State of, Blind (Comm. for the)
Department of Education, New York State	New York, State of, Education (Dept. of)
U. S. Department of Justice	United States, Justice (Department of)

When such phrases form a part of a corporate title, follow rule for indexing corporate names (see Rule No. 2).

Example:

Board of Missionary Preparation	Board of Missionary Preparation
Bureau of Envelope Manufacturers of America	Bureau of Envelope Manufacturers of America
Bureau of Social Hygiene	Bureau of Social Hygiene

10. "Ltd.," "Inc." "Co.," "Son," and "Bros." are considered both in indexing and in filing.

Example:

Henderson, Lanning & Co.	Loft, Geo. L.
Henderson, Ltd.	Loft, Inc.
Henderson Locke Corp.	Loft, John J.

11. "And," "&," "of," "for," etc., are disregarded but not omitted in writing titles.

Example:

Pusey & Jones	Pusey (&) Jones
Committee of Seventy	Committee (of) Seventy
Home for Blind	Home (for) Blind
House of the Good Shepherd	House (of the) Good Shepherd

12. Abbreviations "Jr.," "Sr.," "2nd," etc., appearing as part of name are enclosed in parentheses ( ) and disregarded.

Example:

Blaine, James G. (2nd)
Hale, Henry (Jr.)

13. Titles are not considered, and are placed in parentheses ( ) after given name or initials. Disregard in filing.

Example:

Dr. John Brown	Brown, John (Dr.)
Capt. William Clarke	Clarke, William (Capt.)
Horace Cook, LL.D.	Cook, Horace (LL.D.)
Mrs. A. R. Crawford	Crawford, A. R. (Mrs.)
Mayor John Marshall	Marshall, John (Mayor)
Prof. W. N. Rice	Rice, W. N. (Prof.)
William Walton, Treasurer	Walton, William (Treas.)

Exception A:

Foreign names, where only title and one name appear, are treated as written. Cross index when necessary.

Example:

Madame Lucile
Prince William
Princess Alicia

Exception B:

When a title or foreign article is the initial word of a firm or association name it should be indexed as written.

Example:

Dr. Reed's Cushion Shoe Co.
Madame Blanc, Hats
Il Progresso Italo
La France Novelty Co., Inc.

14. Names of titles beginning with numerals should be filed as though the numerals were spelled out in full.

Example:

5th Avenue Hotel	Fifth Avenue Hotel
48th Street Theatre	Forty-Eighth Street Theatre
42 Broadway Building	Forty-Two Broadway Building
14th Street Store	Fourteenth Street Store
3rd Avenue Railway	Third Avenue Railway

15. Abbreviations are treated as though spelled in full.

Example:

Wm. as William
Jos. as Joseph
St. as Saint
etc.

16. Apostrophe s ('s) is not considered in filing.

Example:

Brentano, A. R.
Brentano's Bookshop
Brentano, Charles

17. S apostrophe (s') is considered.

Example:

Girl Scouts
Girley, John
Girlow, William
Girls' Friendly Society
Girls' Home
Girlum, Howard

18. When the address to be recorded is designated by the name of the building and by street and number, preference should always be given to the street and number.

Example:

Standard Oil Co. Equitable Building 120 Broadway	Standard Oil Co. 120 Broadway

19. When a street address carries more than one number, file by the lowest number.

Example:

Library Bureau 910-12 Chestnut St.	Library Bureau 910 Chestnut Street

20. The legal name of a married woman should be the one considered in filing, and the husband's name cross referenced if both are known.

Example:

Mrs. Mary A. Brown — *Filing title:*
Brown, Mary A. (Mrs.)
(Mrs. John A.)

Cross Reference:
Brown, John A. (Mrs.)
See — Brown, Mary A. (Mrs.)

21. Receiverships, Guardianships, Trusteeships, etc., should be indexed and filed under names of individuals or organizations for whom they act, and permanent cross reference made for the name of receiver, guardian, etc.

22. Correspondence with firms doing business under two titles, *e.g.*, a proprietor's name and a trade name or change of name due to successorship, should be indexed and filed under the active name and a permanent cross reference made under other name.

23. Arrange all material in A-Z sequence of letters to the last letter of the word.

Example:

Carr
Carson
Carteret
Carters
Cartersville
Cartwright
Carty

24. Surname or single titles when used alone should precede the same surnames having initials or given names.

Example:

Kurzman
Kurzman, A.
Kurzman, George H.

25. An initial precedes a name beginning with that initial.

Example:

Jones, H. W.
Jones, H. Wilson
Jones, Harry
Jones, Henry H.
Jones, Howard W.

26. The dictionary arrangement of "Mac" and "Mc" is a simple, logical method of filing.

Example:

Maar
Mabb
MacBride
Madden
McAneny
McWilliams
Mellon
Merrill

27. When one name appears with different addresses, arrange alphabetically according to town or city, considering state only when there is duplication of town or city names.

Example:

Western Foundry Co., Birmingham, Ala.
Western Foundry Co., Connellsville, Pa.
Western Foundry Co., Newark, N. J.
Western Foundry Co., Newark, Ohio

28. When writing names of local correspondents, do not use word "City" as part of address. Write name of city in full.

Example:

National City Co. City	National City Co. New York City
W. K. Emerson City	Emerson, W. K. 10 Post Office Square, Boston, Mass.

29. All correspondence to, from, or about a name or subject (including branch office and inter-department correspondence) should be filed under the name of the individual or subject.

30. Correspondence referring to more than one name or subject should be indexed and filed under the most important name or subject, and cross indexed by the other names or subjects.

31. There are a few special subjects under which correspondence is filed regardless of correspondent, without a cross index, such as:—

Applications
Stockholders

Example:

Letters applying for positions, from
Thomas Wilson — *filed* "Applications Chauffeurs"
Frances Adams — *filed* "Applications Stenographers"

32. In filing branch, inter-office, inter-department, or intra-department correspondence, original letters should be indexed and filed under the name of department or official title of the correspondent. File copies should be indexed and filed under the name of department or official title of person addressed.

Example:

Department "A" writes to Department "B"
Original is filed by title of "A"
File copy is filed by title of "B"

Lesson 3

Classes of Matter Filed

FROM the standpoint of filing, all matter divides itself into two main classes: name and subject.

Name Matter

It is possible to index and file name matter under any one of the four methods illustrated and described in the following lessons. Only by a careful analysis of the organization, the matter filed and the reference requirements can the method best adapted to the needs of the user be determined.

These four methods are:

(1) The Alphabetic, in which the material is filed by name or subject in strictly alphabetic arrangement.

(2) The Numeric, in which the material is filed by consecutive numbers arbitrarily assigned to names or subjects.

(3) The L. B. Automatic Index, a combination of the Alphabetic and Numeric methods, in which the material is filed alphabetically by name or subject and safe-guarded by a numeric check.

(4) The Geographic, in which the material is filed alphabetically behind state and town guides.

Subject Matter

In many offices reference to the matter by subject is of greater importance than reference by name. In this case papers should be indexed and filed by subject.

Subject matter may be indexed and filed under any of the methods illustrated and described, although the application of "Geographic Filing" to subject matter is infrequent.

Alphabetic Filing

The Alphabetic system of filing by names of correspondent or subject provides a simple, logical method for correspondence filing. For certain classes of correspondence it possesses many desirable features. It is well adapted to small files consisting of one, two or three drawers; to files where the number of correspondents is small, but the volume of material heavy; or to files where it is essential to bring together all correspondence with different persons of the same surname. In files where direct name reference is required, with complicated foreign names predominating, the Alphabetic is recommended.

Standard or Plain Alphabetic

When this method was first introduced with the vertical file, straight-edge folders and fifth-cut alphabetic guides were used. A folder was assigned to each important correspondent or subject, the name being written on the back flap of the folder. These folders were then filed in alphabetic order behind the proper guides. To accommodate the miscellaneous correspondence, blue folders printed with the same alphabetic division as the guides were often used, one folder for each guide.

During the past few years a number of improved alphabetic systems have been developed by various

manufacturers, each with its own trade name. The principle, however, in most cases remains the same.

Alphabetic guides are now made in sets varying in size from sets of ten guides to those with thousands of divisions of the alphabet. The alphabetic divisions used on the guides are the results of extensive study of the names found in business in various parts of the country. Library Bureau, for example, has studied the name values of a list of over 1,500,000 individual and firm names found in the whole United States, in order to decide upon divisions which will be short, natural, and give an even distribution of names.

There are two methods used in noting the alphabetic divisions on guides, the single and the double notation.

Single notation guides have but one alphabetic division printed on each guide, such as "A," "Am," "B," "Br," etc., while double notation guides have two divisions printed on each guide, as "Aa-Al," "Baa-Ban," "Caa-Cah," "Da," etc.

De

Single printings have been found more satisfactory because they direct the eye instantly to the guide behind which papers are to be filed. The printing on the succeeding guide points out the limit of any particular division. There is no confusion or misinterpretation, as the eye catches but one printing at a time, resulting in greater speed and accuracy in filing. Furthermore, as all guide printings are based on the law of averages, if congestion of names occurs back of any guide, it can be relieved by the insertion of a new guide to subdivide those names. This enables the user to make the guide

arrangement adapt itself exactly to the file, no matter to what extent affected by local conditions. With guides printed with a duplex caption such relief is not easily possible.

Advantages of the Alphabetic System

1. Direct filing and reference.
2. Provision for miscellaneous matter.
3. Low labor cost.
4. Grouping of family names.

Disadvantages

1. Lack of definite indexing control, therefore possibility of filing errors.
2. Congestion under common surnames and geographic names.
3. Possibility of filing related matter in more than one place because of variation in spelling of surnames.

L. B. Direct Alphabetic Filing

This system is designed to overcome the faults of the earlier alphabetic systems. The placing of the alphabetic guide projections at the left of the drawer, thus leaving the other positions free for miscellaneous and individual folder tabs, additional guides, etc., the uniformity of position for each type of guide, or folder projection, the clearly visible titles and the numeric check all combine to make this a simple practical system.

Equipment and Its Use

The equipment consists first of pressboard guides for the alphabetic divisions. In reading a file, as in

reading a book, the eye naturally travels from left to right. Therefore these guides are arranged with their tabs in the first two rows at the left of the drawer.

Next come the tabs of the miscellaneous folders. These folders are intended to hold both correspondence of a strictly miscellaneous nature and the letters of an active correspondent until an individual folder is needed. There is a miscellaneous folder for each alphabetic guide, the notation on the folder tab being identical with that on the guide. The printing, however, is in red, thereby making the miscellaneous folders easily distinguishable from the guides.

The tabs of the individual folders are approximately two-fifths cut, and occupy the next row. These folders are made up as the correspondence with one firm or individual accumulates in the miscellaneous folders, six letters being the average number justifying an individual folder. The number of the alphabetic division and the name of the correspondent are written on the tab or preferably typed on a gummed label, which is then pasted on the tab.

The last row on the right is the position for the tabs of special classification guides, "Out" guides and substitution cards. (See "Charge Systems" — Lesson 7.) On the removable labels of the special classification guides are written names of important correspondents, subjects, titles, etc. These guides are inserted whenever the volume of material between two alphabetic guides is great enough to require additional guiding or when a name or subject is sufficiently active or important to be set off by a guide of its own.

In the file the individual folders are kept in alpha-

betic order behind their proper guides. The miscellaneous folders are filed at the back of each section behind the individual folders.

Each guide and miscellaneous folder in the set is numbered consecutively from 1 up. Each individual folder should be numbered with the same number as the guide back of which it is filed. This serves as a check and prevents the misfiling of folders.

Example of Filing

In filing a letter by the L. B. Direct Alphabetic system, the proper alphabetic guide must first be located. Suppose we have to file a letter from Burgess Co., the guide "Bu" must first be found. Next, has an individual folder been assigned to Burgess Co.? To answer this, the proper location for a Burgess Co. folder in the "Bu" section must be noted to see if such a folder is there. If so, the letter should be placed therein, but if not, and no "Out" guide appears in place of it, the letter is then placed in the miscellaneous folder.

Do not let the miscellaneous folders grow too full. Best results will be obtained in any alphabetic system where the miscellaneous folders contain the least matter. Nor should individual folders be allowed to become too bulky for convenient handling. Where the correspondence is very heavy it may be separated by date or by subject.

The L. B. Direct Alphabetic system places all individual folders in exact alphabetic order.

Filing Procedure

The following filing procedure is suggested in connection with Direct Alphabetic Filing:

1st — Inspect matter to insure that it is ready for the file, and indicate filing caption.
2nd — Sort to alphabetic divisions that correspond to the guides in the file.
3rd — File.

Cross Reference or Cross Index Methods

A Cross Reference or Cross Index is an entry either on cards or sheets showing under what name or caption material is filed and also the location of related material. (See "Cross Reference" — Lesson 7.)

There are various methods and forms used for this work, and the nature of the matter and the amount of cross reference necessary should determine which form to use.

A buff colored sheet is generally recommended for use where a specific paper is to be cross referenced. This should be filled out first with the name or subject under which the cross reference sheet itself is to be filed, then the name or subject, file number or caption and date of the matter cross referenced. The sheet is filed in the proper folder under the date shown by the cross reference. This form is used for cross referencing matter from one folder to another. When a letter is written on two subjects the letter is filed under the more important subject and the cross reference under the other. A separate sheet should be written and filed for every case of this kind.

A visible tabbed cross reference form, manila, the size of a regular folder with a tab in the individual folder position, is generally recommended for use where material is filed in one place only, although

reference may be under another caption. For example, changes of name, receiverships, proprietors, trusteeships, trade names, synonyms, etc. The label should show first the name or subject under which the cross reference sheet itself is to be filed and then the name or subject under which the matter is filed.

Example:

American Garage
See — Baker, E. A. & Co.

A contrasting colored label should be used so that the cross reference form will not be transferred. This form is sometimes called a permanent cross reference form.

Lesson 4

Y. & E. "Direct Name" Index

MANUFACTURED and sold by the Yawman & Erbe Manufacturing Co. who also make both card and filing supplies and a complete line of wood and steel cabinets.

Guides

A medium weight gray pressboard is the standard guide stock.

To meet the various requirements of customers the guide tabs may be plain, celluloided or metal tip.

Printings

In sets of more than forty subdivisions the first division of each letter of the alphabet is printed in red. Otherwise all guide headings are printed in black directly on the tabs. The caption may be a single notation, but is more often double, printed on the same line.

There are both visible and invisible printings. The visible heading is printed in large type at the top of the tab. The invisible heading is printed in small type and is enclosed in ( ) just below the main caption. It is used to indicate the last possible combination of letters that can be filed back of that guide.

Example:

A 1	Ba-Be 2 (to Bh)	Bi-Bri 3 (to Brn)

Numeric Feature

Like the other alphabetic systems, a numeric feature is used to check against misfiling and to speed up the refiling of folders. Each guide is numbered consecutively from 1 up, the last number depending upon the number of guides in the set. The guide number is printed on the tab just to the right of the heading. Each individual folder back of a guide is numbered at the left end of the tab with the same number that appears on the guide back of which it is filed. This number is obtained from the index chart which is furnished to each user.

The filing of folders is done by number: all folders numbered 25 are filed back of guide No. 25. It is so much easier to file by number than by alphabetic subdivision that this method gives accuracy as well as speed. The operation is facilitated by the fact that guide tabs with odd numbers are in one row and those with even numbers in another.

Arrangement

The tabs of all folders and guides are of the same height. The folder tabs occupy the first and last positions, while the guides with fifth-cut tabs, alternate in the second and third positions. Thus the guide tabs do not in any way hide the folder tabs, which stand out prominently in the drawer. In many instances reference is made directly to the folders without consulting the guides; hence the title "Direct Name System."

Folders

The front flap of all folders is cut down half an inch for the full width of the tab so as to permit a clear view of all tab printings, headings and addresses.

Miscellaneous

At the left of the drawer, in the first position, are the tabs of the miscellaneous folders. They are fifth-cut tabs, printed in red with the same numbering and alphabetic headings as the guides which precede them. The miscellaneous folder is placed at the end of the guide section, back of any individual folders which may be in that section.

Individual

Active correspondents are assigned individual tab folders, with a tab equal to two fifth-cuts placed on the right end of the folder. Each individual folder shows on the tab the name of the correspondent and also the number of the guide back of which the folder is filed. There should be not more than ten individual folders back of a guide, and preferably less.

Special Name Guides

When correspondence with a firm is too heavy for one folder, a straight-edge pressboard guide with a flat metal label holder is inserted. This is preferably in the right end position, although sometimes in the center. Back of it is put a set of monthly folders with twelfth-cut tabs staggered in twelve positions across the drawer.

Shaw-Walker "Ideal Index"

Manufactured by the Shaw-Walker Co. This company manufactures both card and filing supplies and a line of wood and steel cabinets.

Guides

Gray pressboard is the standard guide stock, and it may be had in a medium weight of about 25 points thickness or in a heavy weight of about 30 point thickness.

The tabs on the guides in the "Ideal" index are protected by a covering of transparent celluloid.

For guides which may receive hard usage Shaw-Walker has produced a black japanned metal tip. The indexing is quickly changed by inserting a new label.

Printing

The headings on all Shaw-Walker alphabetic file guides are printed in two colors directly in the center of the tab. The first letter of each of the twenty-six main alphabetic subdivisions is printed in red, the rest of the heading being in black.

For guide headings are mostly duplex printings on the same line, but some of them have only a single printing.

Example:

Single	*Duplex*
BE 3	BL-BO 4

There are both visible and invisible printings on nearly all tabs. The former are the main headings which first meet the eye and are printed in large type at the top of the tab. The latter represent possible but unusual combinations of letters and are therefore printed in small type just below the main caption.

Example:

AR-AZ

3

BAA-BAN
BAP-BAP-BAQ

4

Numeric Feature

The "Ideal" is both a numeric and an alphabetic index. The guide tabs are numbered on the right consecutively from 1 up, according to the number of guides in the set. All folders are numbered to correspond with the guides so as to facilitate the quick return of folders to the file. "You find by name and file by number."

Arrangement

The index guides with fifth-cut tabs alternate in the first two positions at the left.

Folders

Miscellaneous

Miscellaneous or blue folders, with fifth-cut tabs, take up the center position. They are printed and numbered in two colors exactly the same as the guides to which they belong. In these folders is placed all correspondence not of sufficient volume from one source to warrant a separate folder. They are filed at the end of their alphabetic section, just back of the individual folders.

Individual

Individual or name folders are used where there are sufficient letters from one person to warrant keeping separate. They have fifth-cut tabs, the same hight as the guides, and are always in plain sight in

the last two positions at the right. For long names or titles, folders with a double width tab can be furnished.

"Super-Ideal" Index

This is designed especially for filing systems where the correspondence with certain firms, individuals, branch offices, etc., is unusually large.

The alphabetic guides and the miscellaneous folders are the same as in the "Ideal." The individual folders have third-cut tabs in the center and right position, but they are all invisible. That is, the top of the folder tab comes just to the top of the body of the guide. The space to the right of the miscellaneous folders is occupied by special name and other classification guides to index the heavy correspondence. Large correspondence with any firm is separated into semi-annual, quarterly, bi-monthly, monthly, or even semi-monthly folders, depending upon the volume of matter. Their use does away with unwieldy accumulations of letters in the folders devoted to firms with whom there is much correspondence, and gives papers a very definite location.

Globe-Wernicke "Safeguard" Index

Manufactured and sold by the Globe-Wernicke Co. This company sells card and filing supplies, and both wood and steel filing cabinets. They are also one of the largest manufacturers of sectional bookcases.

Guides

The standard guide stock in this system is 30 point gray pressboard.

The guide tabs may be plain, celluloided or metal tip.

Printings

The headings for guides with either the plain or the celluloided tabs are printed in black directly on the tabs. The caption is sometimes single, but usually double, printed on one line.

Example:

Single	*Double*
Ba 2	Be-Bi 3

There are no invisible printings, and no exceptions from the normal alphabetic arrangement.

When metal tip guides are used the guide heading may be printed or written on a removable label which can be changed to meet any requirement.

Numeric Feature

This is a supplementary feature of the "Safe Guard" system to be used when desired. In addition to the alphabetic indexing a "location number" may be assigned to each guide, and of course the corresponding miscellaneous folder carries the same number. The numbers are printed just to the right of the guide heading. They are assigned consecutively from 1 up, according to the number of guides in the set. The individual folders back of a guide are numbered the same as the guide, except that the number is placed at the left end of the tab just before the name, thus bringing the folder number and the guide number close together for checking. When this feature is used it is better that each paper be marked with the number of the folder to which it belongs.

Arrangement

The alphabetic guides, with sixth-cut tabs staggered in three consecutive postions, occupy all the space to the left of center and cannot interfere with the names written on the individual tab folders.

Folders

Miscellaneous

The "Alphabetic Tab Folders" correspond to the miscellaneous folders of other alphabetic systems and are for letters and papers of a miscellaneous character. Partly to protect the folders, but more to reduce the number of tabs in sight and thus cause the guides to stand out, these folders are invisible, the top of the tab coming just above the body of the guide. They have red tabs, sixth-cut in the same three positions to the left of center as the guides, and printed in black with the same headings as the guides to which they belong. These folders are placed after the individual folders in each guide section.

Individual

When the correspondence of a firm or individual becomes of sufficient volume — five or six letters — it is removed from the miscellaneous folder and placed in an individual folder, called a "Right Tab Folder." These have a half-cut tab for the name of the correspondent. At the left end of the tab, on a line with the name, the folder may be numbered the same as the guide back of which it is filed.

Special Names

Matters relating to special subjects can be filed in colored folders, blue or red, with tab in the same position as that of the individual folder.

Bellows folders for each month, with tabs staggered to show the tab printing, are used to subdivide heavy correspondence.

Amberg "Leader" Index

This system is made by the Amberg File and Index Co. They also manufacture both wood and steel cabinets.

Guides

For guide stock Amberg has standardized on red pressboard 30 points thick.

The tabs may be plain, celluloided or metal reinforced. The metal reinforcement covers the back of the tab, extending up to and just over the edge of the tab to protect it at the point of greatest wear.

Printings

The titles or names used as guide headings are printed on gummed labels which are pasted on the face of the tab. In case any change is desired a new label may be pasted over the old one.

The headings are printed regularly in black, and may be "visible" or "hidden" or both.

The "visible" headings are those combinations of letters which actually appear at the top of the label. There may be single, double, triple or quadruple printing on one tab.

Example:

Single	*Double*	*Triple*	*Quadruple*
AN	ARM	AT | AUA	AUL | AV
	ARN	| AUK	AUZ | AZ

The "hidden" printings are those printed in small type at the bottom of the label, and represent possible but infrequent combinations of letters. They are listed to show the correct place in a file in case a name with such a combination should occur.

Example:

BA	BE - BI	BL - BO
BB-BD	BJ-BK	BP-BQ

In addition there are certain "excepted" combinations of letters, representing some prominent common names like "Adams" or "American." When a name is of such importance as to cause possible congestion back of the guide to which it normally belongs, this name is moved either forward or backward to the next guide and printed in red in the visible position. When such an exception is made the original guide is marked with a red star, at the right if the name has been moved back, at the left if it has been moved ahead.

Example:

ALLEN	ALLEN	*ALL	ALN	AM*	AMERICAN
A-H	I-Z	ALM	ALZ		A-F

Sometimes two exceptions are made from the same guide, and in that case there is a star for each exception.

Numeric Check

In the Amberg system there is also a numeric check similar to that of the other alphabetic systems. In the upper left corner of the label, each guide is numbered consecutively from 1 up, according to the number of guides in the set. As each folder back of a guide should bear the corresponding number this

feature can be used as a check to prevent misfiling, and as an aid in rapid refiling. Its chief use is to insure proper sequence in the transfer, when folders only are in the file.

Arrangement

Reading from left to right, the Amberg standard arrangement of guides is:

(1) Title or special name guides, with a metal reinforced tab the width of two fifth-cut tabs, for important correspondents.

(2) Alphabetic guides with fifth-cut tabs staggered in three positions from center to right.

In most business concerns it has been found that the bulk of correspondence is with a comparatively small number of firms or individuals whose correspondence is naturally of greater importance than that of a small customer. So, in order to save time, these title guides or "Leader" guides are placed at the left. If the name wanted does not appear on a title guide, then continue to the right and look back of the proper alphabetic guide.

Folders

All folders are invisible — that is, the top of the folder tab comes just below the top of the body of the guide. This is done both to protect the folders, and to give prominence to the guides.

Miscellaneous

Folders for infrequent correspondence have fifth-cut tabs, all in the first position. They have pasted labels printed and numbered the same as the alpha-

betic guides. These folders are placed directly back of the guide they follow — that is, in front of all individual folders for that division.

Individual

Folders for regular correspondents have tabs equal to two fifth-cuts in either of two positions, center and right. Names may be written directly on the tab or may be typed on a label which is then pasted on the face of the tab. The tabs of the individual folders in each guide section should preserve the alternate arrangement.

Special Name Guides

Title guides for important correspondents have been described under "Arrangement." If correspondence from any firm is especially heavy, special date folders may be used to divide the matter by given periods. These have a wide tab, in two positions, to provide space for the name of the customer and the date division, which may be semi-annual, quarterly, bi-monthly or monthly.

Lesson 5

Numeric Filing

Use

THE Numeric system is an indirect one necessitating a card index for filing and reference. For this reason its use for name filing has been discontinued to a great extent, the direct systems having proved quite as effective, while far more simple and rapid in operation. There are, however, many files where matter groups itself by nature around a definite case, contract, operation, etc., active for a reasonably long but indefinite period, and requiring permanent and extensive cross reference. These conditions exist, for example, in lawyers' architects', contractors', and engineers' offices. In such cases the Numeric will usually prove the most satisfactory system.

Description of Guides and Folders

Guides appear in five positions, staggered across the file drawer from left to right, numbered by 20's. Straight-edge folders are numbered consecutively, one folder being assigned each correspondent or subject. Numbers are printed on back flap of folder in upper right corner, and as all the numbers range themselves in consecutive order they may readily be seen by running the thumb along the right-hand edge as they stand in the file.

Card Index

The card index usually consists of 3 x 5 cards, the name being written on the top line, the address and all other information on the body of the card, and the file number in the upper right corner. These cards are arranged in alphabetic order and may be contained in any style of cabinets of the proper size.

Value of Index

Names and subjects must be found in this index in order to secure the file number. The index becomes the control of the Numeric filing system, and from this index the operator who numbers all matter determines the filing to a large degree. In other words, the location of the matter in the file is determined by the number assigned.

The necessity for consulting the index is an aid to accurate filing. The complete cross reference makes it possible to locate correspondence under as many different titles or subjects as are represented in the material, while the numbering of the letters before distribution (the proper method with a numeric system) is a time saver for the executives, as the material may be called for by number, making the reference direct and the service consequently more rapid

The index furnishes a complete reference list of names, addresses, etc., of all persons or firms with whom business is transacted. All peculiarities, exceptions and doubts are cross referenced in the index, and thus become a matter of record. The ability to find or file any paper is therefore not dependent on the presence of the file clerk.

The plan of numbering papers from a central index on their arrival saves the time of *every* executive, department head or clerk. With all responsibility placed on one competent chief file clerk, less experienced assistants are needed for merely the mechanical work.

Operation

Consecutively numbered cards should be used. The file number for new names and subjects is determined by the next unused numbered card. Sometimes a register or accession book is kept showing names and numbers assigned.

A card is made out for each correspondent or subject, bearing name and address, and a file number assigned to each. The cards are filed alphabetically in the tray.

Upon receipt of letters they are first roughly sorted alphabetically. Reference is then made to the index and the file number entered in the upper right corner of the letter before distribution. A colored pencil, preferably blue, should be used to mark the file number on the papers, as it is more legible than the ordinary pencil. Previous correspondence, if wanted, may be obtained instantly by using this file number, and when returned to the Filing Department it is easily sorted and filed numerically. This same file number should be entered on the reply, to index the copy. Both letter and copy of the reply are then filed directly by number, and but one reference to the index has served for both.

Where the Numeric system is general throughout the office records, reference to orders, invoices or

ledger is made from this same number. Reference to such records is direct without waste of time.

Active correspondence is placed in individual folders bearing the same numbers as the index cards. Names are sometimes typewritten across the top edge of the folders to insure correct filing of matter, though this practice is not recommended.

In case of an inactive correspondent, or when there is doubt as to the volume of matter, the number is not assigned immediately unless the papers are to be filed under some subject caption. Miscellaneous matter may be filed separately by the alphabetic system with or without index cards. If cards are used, the symbol "M" appears temporarily on the index card, being replaced later by a permanent number when the matter is removed to the Numeric file.

Example of Indexing

To index a letter by the Numeric system, the proper guide must first be located in the card index. For example, to index a letter from Harvey J. Cox, the guide "Cox" must be found, then the proper card. The number "951" on the card will indicate the location of the folder containing the matter. If there is no card in the index, a card is assigned and the letter indexed and filed as outlined under heading "Operation."

Cross Reference

The following illustrations show the methods of cross referencing by name and subject. (See paragraph 3 under "Cross Reference"—Lesson 7.)

Name Cross Reference

Higgins & Parks, an old correspondent, incorporate under the name of Parks Steel Co. The business is not materially changed and the new correspondence logically belongs with the old.

Upon receipt of such notice a new index card is filled out with the name of the Parks Steel Co., bearing the same file number as Higgins & Parks. The change in firm name is noted on both cards.

Gregory and Phillips, consulting engineers in this transaction, are given a card in the index, directing all relating correspondence to the Parks Steel Co.'s folder.

Example of Trusteeship or Receivership

Edward D. Parsons and John R. Collins are both old correspondents, each with his respective card in the index and correspondence in the file. Collins is appointed trustee for Parsons; whereupon entry is made on the index cards so that subsequent correspondence from Collins relating to the Parsons trusteeship is filed with the Parsons papers.

Other cross references commonly used are cards inserted for the name of selling or purchasing agent, treasurer, manager, superintendent, contractor, architect, etc.

Subject Cross Reference

Frequently a *subject* referred to in correspondence is of greater importance than the *name* of the writer.

Split-bolts, as invented by F. L. Drew, would be indexed as follows:

An index card with its number "746" is assigned to Bolts — Split. As Drew's correspondence is only in

relation to his device, his card in the index bears merely the subject number.

Cushman & Cushman, patent attorneys, are already correspondents. On taking up the Split-bolt patent case, their index card is marked with a cross reference to the Split-bolt file number.

As patent matters progress, it becomes evident that the papers regarding thes Split-bolt patent demand a separate folder. The letter "A" is then added to the cross reference on Cushman & Cushman's card and all papers relating thereto transferred to folder 746A and filed directly behind the Split-bolt folder.

At the same time, a card is made out for Patents, Split-bolt.

The Starr Manufacturing Co. become licensees, to make and sell split-bolts, and correspondence relating thereto is therefore cross referenced to the original folder. A like reference is shown for toggle-bolts, but correspondence with the Starr Manufacturing Co. on their own account is filed under their regularly assigned number, 1916.

By this method all papers relating to the subject, Bolts — Split, are filed together, whether relating to subject, inventor, patent attorneys or licensees.

Indexing and Filing Procedure

The following procedure is suggested in connection with Numeric filing:

1st—Inspect matter to insure that it is ready for file and code or number from index.

2nd—Sort by 100's or 500's.

3rd—Sort by 10's.

4th—Sort into final numeric sequence.

5th—File by number and check by name or subject.

6th—Prepare index cards and cross reference cards for new names or subjects.

Summary of Advantages and Disadvantages as Applied to Name Matter

Advantages:

1. Control through the index, providing a standard of indexing and filing.
2. Positive numbers, that may be used to identify the name or caption in calling for matter.

   These numbers may be used in various departments and files.
3. Unlimited expansion. Can start with one drawer and expand to any number of drawers.
4. Opportunity for permanent cross reference.
5. Index is a complete list of names and addresses of all correspondents.

Disadvantages:

1. Indirect filing and reference.
2. Unsatisfactory provision for miscellaneous matter involving a separate file.
3. Obsolete numbers.
4. Cumbersome index, accumulating cards for all names.
5. High labor cost in Filing Department.

Catalog Filing

The vertical file has proved to be the solution of the problem of housing catalogs. Quick reference to catalogs and price sheets is a necessity to intelligent and effective purchasing. A small investment in filing equipment and a little work in classifying catalogs will produce a satisfactory system. The filing of catalogs and sheets received from day to day is all that remains to be done.

The question of suitable filing equipment for housing catalogs has always been a difficult one, due to the great variation in sizes of the catalogs. The national Association of Purchasing Agents has been taking active steps to standardize on a uniform size for all catalogs which are intended for the use of purchasing agents. At a conference called by them and attended by delegates from various industrial associations, the Department of Commerce, Chamber of Commerce of the United States, and a large number of representatives of firms who issue catalogs, it was decided to urge that all catalogs be made $7\frac{1}{2}$ in. x $10\frac{5}{8}$ in.

These catalogs, as well as 90 per cent of those already in existence, can be most conveniently filed in standard correspondence and bill size drawers. For the larger catalogs legal size drawers, $10\frac{1}{2}$ in. high x $15\frac{1}{4}$ in. wide, are generally used. The use of this suggested standard size for catalogs will eliminate the necessity of providing some other means for catalogs which heretofore it has been necessary to place in bookcases or on shelves. This method of arranging catalogs has always been undesirable, due to the dust and dirt that naturally collect,

as well as the difficulty of keeping catalogs well arranged.

The system used for filing catalogs depends to a great extent upon the nature of the organization.

Alphabetic Catalog Filing

If the Purchasing Department is comparatively small and reference to the file is chiefly by the executive in charge, catalogs should be indexed by the name of the vendor and filed alphabetically. Direct Alphabetic pressboard guides should be used with tab folders for sheets and small pamphlets, and fifth cut pressboard guides with tabs in fifth position for special names.

Numeric Catalog Filing

In cases where cross reference is extensive, catalogs should be filed numerically, as labor can be saved by simply listing the vendors' numbers instead of their names on the cross reference cards referred to in the following paragraphs.

Each catalog or price sheet is numbered with the arbitrary number assigned to each vendor. The numbers are entered on the upper right corner of the front cover of each catalog, or on gummed labels pasted thereon.

All catalogs from one vendor are filed together in whichever size file the catalogs from that vendor demand. Pamphlets, price sheets, discount lists and supplements may be placed inside the catalog to which they refer, or adjacent in a separate folder bearing the same number.

A guide, preferably of heavy pressboard with metal

tab, is provided for each number to facilitate reference and keep catalogs in orderly fashion.

The Index

Catalogs are indexed on cards both by name of vendor and by article. On the vendor's card are entered vendor's name and file number. Below appear all the items carried by that firm in which the Purchasing Department is interested. On the article or subject card are listed the names of all firms selling that particular article, together with the catalog file numbers of each.

Cross Reference

Cross reference cards filed under the name of the commodity should be provided whether the file itself is alphabetic or numeric. It is, however, possible to make the necessary cross reference to commodity on the quotation card record.

Blue Print Filing

Cabinets

The adoption of the vertical file for blue prints, drawings and other large sheets of similar nature is now the general practice. The majority of such papers can be handled in either standard correspondence or legal size drawers. In addition to these, Library Bureau has a specially designed cabinet, called the architectural unit. Matter of varying sizes may be kept in a neat, clean and uniform arrangement in which anything is readily found.

Original drawings up to the size of the compartment are filed on edge. Blue prints, even if folded

several times, are much more satisfactorily kept in this way than in the old style rolls or flat drawers. This plan is especially valuable to manufacturing concerns for filing mechanical drawings.

The saving in space is tremendous. Each 24-inch drawer will hold from 4000 to 5000 single sheets.

Each architectural unit has three card trays of 3 x 5 size which can be used for (1) alphabetic index by name, (2) index by subject, (3) card record showing draftsman, size, date, time required in making, cost of alterations to original drawing, etc., numerically arranged.

Guiding System

Guides divide the file into sections as desired, either alphabetic, numeric or by subject. In the offices of most architects, contractors and engineers, the various plans, blue prints, specifications and other papers group themselves mostly around specific contracts or jobs. Because of the advantages gained through ability to number these contracts, keying in the plans, blue prints and other papers, and using one card index to handle everything, the numeric system of filing has proved most satisfactory for this kind of a file (see illustration and description on previous pages).

Y. & E. Blue Print Cabinet

Yawman & Erbe manufacture a vertical blue print cabinet in which drawings or blue prints may be filed vertically without folding. The cabinet opens somewhat like a folding bed, the front of the cabinet forming a temporary table for the examination of plans. The table legs are hinged, and when

the cabinet is closed they are concealed inside. The cabinet will hold about 700 single sheets, which are indexed on cards held in metal racks on the inside of the top.

Legal Correspondence Filing

The papers and correspondence of the law office are the lawyer's stock in trade. Hence the value of an efficient filing system for these most important records.

Legal papers have for years been folded and filed in old-fashioned document files, in the most inconvenient form possible. With the advent of vertical filing, with papers flat, greater accuracy, greater accessibility and greater speed have in marked degree been obtained.

Equipment

The modern way of filing legal papers is *unfolded and vertically* in a standard legal vertical file cabinet. In this form they occupy far less space, may be consulted much more rapidly, and are less liable to become torn and dog-eared.

Folders or wallets, for cases of any importance should be made of strong and durable material and capable of expanding an inch or two. The L. B. binder folder binds together and keeps in proper order all papers regarding any case or subject. The L. B. flexible steel fastener firmly attached to the inside of the folder holds all the papers together so that they cannot slip out of place. For the less important cases with but few papers, plain folders serve the purpose.

In many instances, legal documents, etc., already folded to document size, must still be filed folded. For this purpose the document file cabinet is used. Document files are made in a variety of styles and of standard dimensions suitable for either vault or office use.

Guides of manila or pressboard, printed with either alphabetic or numeric divisions, should be used as described under "Alphabetic Filing" in Lesson 3 and "Numeric Filing" in Lesson 5.

Numeric Legal Filing

The plan of filing best adapted to the law office is virtually the same as for Numeric correspondence filing described on previous pages, except that folders are numbered with the case or office number.

Cards numbered identically with the folders are filed alphabetically in an index tray, one for each client, except in court cases where two cards are made out—one each for plaintiff and defendant.

The index may also contain as many cross reference cards as are necessary to refer instantly to any filed paper or collection of papers.

Carbons of opinions written may be filed numerically by subjects, with a separate series of numbers assigned. These are filed in a separate drawer and indexed on cards arranged alphabetically by subjects in the regular card index. This plan makes every opinion given, whether a day or ten years old, available at a moment's notice.

Alphabetic Legal Filing

Some lawyers prefer to file by the alphabetic plan where all papers are placed in the file in alphabetic

order by name of client. Where more than one case is pending for a client, each has its separate folder and is filed by date of receipt. In other respects the plan is the same as in alphabetic correspondence filing.

Lesson 6

L. B. Automatic Index Filing

L. B. Automatic Index Principle

THE L. B. Automatic Index is an alphabetic method with a numeric control, the combination making it by far the most accurate and rapid system of filing. It differs from the alphabetic, in that its guide arrangement not only considers surnames, but further divides the matter filed according to given or Christian name. This results in reducing the number of main alphabetic divisions ninety per cent. The principles on which the L. B. Automatic Index is based are not only logical, but thoroughly scientific, giving accuracy in filing and rapidity of operation as well as more even distribution of names. These features, together with the direct reference possible under this system, result in accessibility — the chief requirement of any file.

Use

This method of filing can be used advantageously in all name files of four drawers or more, except where it is necessary to group family names, or where the number is small and the volume of matter is large. It may be used successfully even in small files of two or three drawers and to a limited extent in subject files.

Description of Guides and Folders

The L. B. Automatic Index has main alphabetic guides (Primary) in the first position, corresponding exactly to alphabetic guides in any alphabetic system. Each of these guides has nine alphabetic group guides, A-Z (Secondary) in the second position, for further division by given name, or by the second name in a firm, corporation or institution. As all sets of these group guides are identical, the location of the folders or material, after the main alphabetic guide has been found, becomes as automatic as the location of a key on the standard keyboard of a type writer or adding machine. Because of this feature, only ten per cent of the main alphabetic guides are required in comparison with any index consisting of the same number of alphabetic guides only.

In other words, the main alphabetic or primary divisions of an L. B. Automatic Index consisting of 400 guides, which would provide for *ten* drawers of material, are just as simple as the divisions in an alphabetic index consisting of 40 guides, which would provide for only *one* drawer of material.

The main alphabetic guides (Primary) are all in one position at the left of the drawer, and the groups of nine guides each (Secondary) are all in the second position.

The miscellaneous tab folders appear in the third position only. The printing is in red and the same as that of the corresponding guides, excepting on the miscellaneous folder back of each primary guide. These have the notation "Subj." and are used for miscellaneous material to be filed under single names or by subject.

Individual folders with a tab of approximately two-fifths cut appear at the right of the miscellaneous folders. As in ordinary alphabetic filing, these individual folders are for correspondents having a considerable amount of matter. Names may be written directly on the tabs. but it is recommended that they be typed on gummed labels which are then pasted on the tabs.

In filing, the individual folders are filed in strictly alphabetic order directly back of their proper guides, the miscellaneous folder being filed at the back of each guide section.

The right end position is used for special classification guides, "Out" guides, and substitution cards. (See "Charge Methods"—Lesson 7.) Special classification guides are used for names or subjects to which there is very active reference. These guides may also subdivide a large volume of material relating to one name or subject.

Numeric Feature

The primary guides, in addition to being lettered, are numbered by 10's, beginning with A 10. For example, in a 40 division L. B. Automatic Index, the guides are numbered A10, Am 20, B 30, Be 40, etc. to XYZ 400. The secondary guides follow the primaries in numeric sequence. The correspondent's number which is placed on all correspondence is determined by the combination of the number of the primary guide with the position number of the secondary guide. The numbers are therefore in one consecutive series from the beginning (A 10) to the end of the whole index.

The miscellaneous folders are numbered in sequence to correspond with the guides which precede them.

In order that indexing may be done quickly, the numbered alphabetic positions are put into a condensed chart form which appears on every guide and folder. This chart consists of two parts, the upper part representing the primary guides, and this varies with the division of the alphabet in use. The lower part represents the secondary guides and is always the same — that is, letters and unit figures are always identical. A chart should always be kept at the indexer's desk for ready reference.

The numeric feature of the L. B. Automatic Index differs from the numeric system, in that several names falling in the same alphabetic division and filed behind the same guide would have the same number.

This index chart furnishes a section number instead of a definite number for each name or correspondent, as the card index does in the numeric system. When names become obsolete, therefore, the series of numbers is not affected. This index chart should be contrasted with the cumbersome card index of the numeric system.

A separate index in card form may be maintained for addresses and other information if the labor involved is justified. Even in this case the index is used for record purposes only and is not a factor in indexing.

It is from the L. B. Automatic Index chart that numbers must be secured for all matter filed. It, therefore, becomes the control of this system, as it determines the filing to a large degree.

Coding Instructions

The index chart, illustrated below, appears on the face of all guides and folders and furnishes a means of coding (numbering) all material to be filed. Alphabetic divisions with numbers, forming upper section of chart, correspond to printings on primary guides — the final cipher being omitted, *e.g.:* "A 1" on chart appears as "A 10" on primary guide. Alphabetic divisions with numbers, forming lower section of chart, correspond to printings on secondary guides. The nine consecutive numbers represent the final figures for the nine group guides and miscellaneous folders, *e.g.:* "C 2" on chart appears as "C 12," "C 22," "C 32," etc., on secondary guides and miscellaneous folders.

Examples of Coding

Rule	*Name*	*Indexed and Filed*	*Code Number*		
			Prim.	*Sec.*	*Comp.*
1	John J. Brown	Brown, John J.	5	6	56
1a	Chas. De Haven	Dehaven, Charles	9	2	92
	Du Pont Fabrikoid Co., Inc.	Dupont Fabrikoid Co., Inc.	10	4	104
2	Hibbard, Spencer & Bartlett	Hibbard Spencer & Bartlett	16	8	168
	A B C Rubber Co.	A B C Rubber Co.	1	1	11
3	Henry E. Kane & Co.	Kane, Henry E. & Co.	20	5	205
4	Blanche Duff-Gordon	Duffgordon, Blanche	10	1	101
	Fay-Smithe Art Shop	Faysmithe Art Shop	12	1	121
5	Air-O-Pad Mfg. Co.	Air O Pad Mfg. Co.	1	8	18
	Carter-Crume Co.	Carter Crume Co.	6	2	62
6	Art Craft Novelty Co.	Artcraft Novelty Co	2	8	28
	Auto Piano Co.	Autopiano Co.	2	2	22
	Interstate Mfg. Co	Interstate Mfg. Co.	8	7	87
7	Atlantic City Traction Co.	Atlantic City Traction Co.	2	2	22
	Grand Rapids Furniture Co.	Grand Rapids Furniture Co.	14	8	148
8	Hart The Florist	Hart (The) Florist	15	4	154
11	Home for Blind	Home for Blind	17	1	171
	Hughes & Dier	Hughes & Dier	17	3	173
14	14th St. Store	Fourteenth Street Store	12	8	128
	48th St. Theatre	Forty-Eighth Street Theatre	12	3	123
15	Wm. Fiske	Fiske, William	12	9	129
	Ft. Wayne Electric Works	Fort Wayne Electric Works	12	9	129

Cross Reference

The cross reference in the L. B. Automatic Index is handled in exactly the same way as the cross

reference in the alphabetic system, described in Lesson 3.

Filing Procedure

The following file procedure is suggested in connection with Automatic Index Filing:

1st — Inspect material to insure that it is ready to file, index and code.
2nd — Sort by 10's.
3rd — Sort into numeric sequence.
4th — File by name and check by number.

Summary of Advantages and Disadvantages as Applied to Name Matter

Advantages

1. Simple alphabetic divisions.
2. Direct filing and reference.
3. Combination of numbers and alphabetic division prevents misfiling.
4. Miscellaneous material evenly distributed.
5. Provides control through the chart as a standard of filing and indexing.
6. Provides an even distribution of names.
7. Subdivides all common surnames and geographic names which cause congestion in other alphabetic systems.
8. Variations in spelling of surnames less likely to cause filing errors.
9. Saves the time of department heads and executives.

Disadvantages

1. Given name must be known for quick reference.
2. Does not group family names.

Lesson 7

Geographic Filing

Principle

THE principle of Geographic filing is in the final analysis identical with alphabetic filing, in that the last classification is by name or subject. The territorial divisions are, however, of prime importance, and the Geographic system provides a means of grouping correspondence by location, *i.e.*, by state and town, or by salesman's or agent's territories.

Use

It is frequently desirable to arrange a file by location, where a large volume of matter includes a majority of longhand letters from an abnormal number of individuals. Publishing houses, mail-order houses, etc., are typical. When the ledger accounts are arranged by location, sometimes the same arrangement is necessary for credit information, orders and correspondence.

There are also other instances where concerns are dealing with a large number of small firms, scattered over a wide area, and frequently changing in personnel. Wholesale and jobbing houses are typical. Under these conditions, the name of the individual is of less importance than the location, and papers usually have only a temporary value.

With the Geographic system the files may be read-

ily rearranged if territories are changed, combined, subdivided or enlarged, for as each location group is a unit, the re-division of files is merely mechanical.

State or Territory Arrangement

The L. B. Automatic Index or any alphabetic index may be used in each geographic section, and the size of division will be determined by the number of names and volume of matter in each state, district or territory division.

Guide and Folder Arrangement

A guide with third-cut tab in the center position is usually used to indicate the state. Guides printed with the names of cities and towns are arranged alphabetically for each state, the tabs alternating in the first and second positions, as in the Direct Alphabetic system. Metal tip guides are recommended because of the flexibility afforded by the use of removable labels.

In the third position are the miscellaneous folders, printed with the same geographic titles as the guides which precede them.

Individual tab folders occupy the fourth position.

The right end position is open for special classification guides, out-guides and substitution cards, as in the Direct Alphabetic and the L. B. Automatic Index.

Filing Procedure

The following file procedure is suggested in connection with the geographic system illustrated:

1st — Inspect matter to insure that it is ready for file.

2nd — Sort to main territorial divisions.
3rd — Sort to subdivisions of main territories.
4th — In case of large subdivision groups, further sort to alphabetic arrangement.
5th — File.

Summary of Advantages and Disadvantages

Advantages

1. Direct filing and reference.
2. Provides for miscellaneous matter.
3. Simplicity of guides and folder arrangement.

Disadvantages

1. Sorting matter by main territorial divisions, subdivisions, and alphabet increases the possibility of error and raises the labor cost in file department.
2. Location as well as name must be known.
3. Difficulty in determining guide and folder supplies before the time of installation.

Charge Methods

The importance of placing a record in the file for every folder or paper removed cannot be emphasized too strongly. It is frequently neglected, with the result that when a paper is needed there is uncertainty as to its location. Often its very existence is questioned.

Charge system forms are provided with spaces for the following notations: Name, Subject, Number, Date of Matter, Name of Borrower, Date Taken, and should be properly filled out before matter is removed from the file.

There are three forms which may be used in connection with any vertical filing system.

1. Out-guide, gray pressboard with a 3 x 5 requisition slip.
2. Out-guide, colored, or colored tab.
3. Substitution card, salmon.
4. Out-folder.

(1) The gray pressboard out-guide with the 3 x 5 requisition slip is generally used when a folder or its entire contents is removed from the file or when the requisition slip is filled out at the correspondent's desk. The requisition slip fits into the frame on the out-guide and projects above the body of the guide. The pressboard out-guide may be used indefinitely without becoming worn out or soiled. The signed requisition slip fixes responsibility for matter out of the file. A supply of the 3 x 5 slips may be kept on the correspondent's desk for requisitioning matter from the files, thereby furnishing in one operation requisition and signed receipt for all matter requested from the files. The use of this form within a folder for single pieces of matter is not considered as satisfactory as the substitution card, but if the system in use requires the personal signature it is the best method to use.

(2) Colored out-guides with tab projection have the charge form ruled and printed upon the body of the guide. This form is used for charging out both folders and single pieces of material.

(3) A tabbed salmon substitution card is generally used when a specific paper is removed from the folder. This card is made out in the Filing Department and inserted in the folder in place of the matter removed.

(4) If new matter is to be filed for a correspondent whose individual folder is out of the file the incoming papers are filed in an out-folder until the original folder is returned. On the front of the out-folder is a form similar to that on the out-guide, and a record is kept in the same way. Out-guides and out-folders may be used interchangeably.

The visibility of the out-guides and substitution cards provides a means of the periodic checking of all matter charged out. The proper checking and following up of charged matter will eliminate to a large extent the holding of material in desks, and helps to insure the prompt return of papers to the file.

When the entire contents of a folder are desired from the files, it is recommended that the individual folder be obtained in the files, and that the papers be sent out in a special straight-edge "carrier folder" of distinctive color, which should also be marked "Return to Files." This saves wear and tear on the original folder which always remains in the file, thereby proving its existence. It is there also to receive any additional matter which may come to the files while the contents of the folder are out. The distinctive "carrier folder" is less likely to be lost or misplaced. These special folders may be used repeatedly until worn out.

When matter is returned to the files, the file clerk should remove the substitution card from the files and mark off the notation, or remove the requisition slip from the out-guide holder.

It is sometimes a great aid to the successful operation of a file to charge all incoming matter before it goes to the person or department interested. In

places where office rules are poorly observed this is almost a necessity. Some of the higher officials are frequently the worst offenders, for they may keep in their desk or in their pending file, or refer to some other person, correspondence which should go to the general file. If there is no record to show where these papers have been side-tracked considerable embarrassment may result. In order to prevent this, all correspondence after being opened is brought to the File Department, coded, and charged to the proper person before being distributed. This prevents the loss of papers, and frequently results in the following up of matter which has not received proper attention.

Transfer of Charged Matter to Another Person

A system for charging matter transferred from one department to another or from one person to another, without necessitating its return to the files for recharging, is frequently quite essential for the rapid tracing of matter removed from the files. There are various ways of doing this. The method must be adapted to the office routine and forms best suited to the particular requirements must be worked out.

The following simple method can be easily adapted to most cases. The outgoing letter is charged as usual to "A." If "B" wants this letter before it is returned to the file "A" fills out a transfer slip and puts it in the collection tray on his desk. At frequent regular intervals a messenger collects the papers and takes these slips to the file room. Here a special clerk makes the re-charge on the out-guide already in the file. "B" then becomes responsible for the

letter until it is returned to the file, or until a new transfer slip is received in the Filing Department.

Cross Reference or Cross Index Methods

A Cross Reference or Cross Index is an entry either on cards or sheets showing under what name or caption material is filed and also the location of like material.

There are various methods and forms used for this work and the nature of the matter and the amount of cross reference necessary should determine which form to use.

There are four forms used for cross reference purposes:

1. A buff colored sheet is generally recommended for use where a specific paper is to be cross referenced. This should be filled out first with the name or subject under which the cross reference sheet itself is to be filed, then the name or subject, file number or caption and date of the matter cross referenced. The sheet is filed in the proper folder shown by the cross reference. This form is used for cross referencing matter from one folder to another. When a letter is written on two subjects the letter is filed under the more important subject and the cross reference under the other. A separate sheet should be written and filed for every case of this kind.

2. A manila visible cross reference form, the size of a regular folder with a tab in the regular folder position, is generally recommended for use where matter is filed in one place only, although reference may be under another caption. For example, changes of name, receiverships, proprietors, trusteeships, trade names, synonyms, etc.

The label should show first the name or subject under which the cross reference form itself is to be filed, and then the name or subject under which the matter is filed. A contrasting colored label should be used so that the cross reference form will not be transferred.

3. A card, usually 3 x 5, is recommended where the amount of cross reference is heavy and a complete or cumulative reference must be kept. This card should be filled out to show the name or subject under which the card itself is to be filed and a reference made to the other names or subjects under which matter or like matter may be found. These cards are arranged alphabetically in a separate index and are often necessary to cross index matter arranged numerically or by subject alphabetically.

4. A folder size card, ruled to provide for cumulative cross references, may be used where it is desirable to economize space and where reference to the file is inactive.

One card should be used back of each primary or alphabetic guide or in the front of each drawer. In the first column are listed all the names or subjects in that section of drawer to which reference is made. In the second column, under the heading "Cross Index," appear the names or subjects under which the matter or like matter is filed.

The term "See" is used when all the actual matter is filed in another place. The term "See also" is used to refer to related matter which is filed under one or more headings.

In the Amberg, Globe-Wernicke, Shaw-Walker and Yawman & Erbe filing systems, cross reference sheets may be used as in any alphabetic system.

Lesson 8

Subject Filing

IN many offices the subject matter contained in a part or all of the correspondence is of greater importance than the name of the correspondent. Where this is the case a subject system can be used to great advantage, but careful and diligent handling, as well as preliminary study, is essential to secure logical headings and to prevent confusion of subjects.

Subject filing differs from name filing in that the names of individuals, firms and places are not used, except occasionally and then only in a minor degree. They may also be used as mediums of cross reference. Almost every business of any size will have a certain amount of correspondence which may be filed by subject advantageously. These subjects relate to the general management of the business and its relations to its auxiliary interests, such as factories, branch offices, etc.

Where the volume is small and the number of subjects limited they are filed in the general file, which may be alphabetic, automatic or numeric, suitably cross referenced where necessary.

Where the volume is large the subjects should be classified under a limited number of general headings, each of which may be further subdivided as the bulk of the material requires. A simple arrangement of guides should be established in order to simplify filing and reference.

There are two methods of filing subject matter:

1. Alphabetic
   (1) Any Standard Alphabetic
   (2) L. B. Automatic Index
   (3) Classified Headings
2. Numeric
   (1) Duplex
   (2) Decimal

Alphabetic

(1) The Alphabetic system is similar in principle to the method as applied to individual or firm name filing. (See "Direct Alphabetic Filing.") The difference is that subject titles, instead of individual or firm names, are used. These titles appear on the tabs of individual folders and are filed in their proper alphabetic divisions. Any subdivisions of these subjects are placed in separate folders and filed in alphabetic order behind their general subject folders, cross referenced if necessary. In all cases the general title and its subdivision must appear on the folder tab.

Metal tip special classification guides, in fifth position, may be used to advantage whenever a subject is particularly active or important, or when the material between two alphabetic guides is bulky enough to require additional guide support.

If a folder is required under the heading "Applications," it is filed in alphabetic order behind the "A" guide or the subdivisional guide in the "A" section. After the file has been in operation for a time it may become necessary to separate the material into more specific classifications, using additional folders. The following illustration shows how this is done.

Example:

Applications — General	(Principal folder)
Applications — Bookkeepers	(Sub-folder)
Applications — Clerks	(Sub-folder)
Applications — Stenographers	(Sub-folder)

(2) The L. B. Automatic Index provides a simple and direct method for subject filing. The primary guides are used for the main classifications, and the secondary guides for the subdivisions. For example, using a 40 division Index, material relating to "Advertising" would be filed as follows:

Example:

10. Advertising
12. Advertising (Catalogs)
17. Advertising (Magazines)
18. Advertising (Newspapers)
19. Advertising (Trade Journals)

Otherwise, it is similar to the Direct Alphabetic method.

(3) The Classified Heading method requires that the material be arranged under subject headings. The principal subject headings are printed on fifth-cut guides, first position, or may be typed on inserts and placed in metal tip guides in same position. These guides are then filed in strictly alphabetic order. Any subdivisional headings are printed or typed on guides with fifth-cut tabs in second position. These are filed back of the principal subject guides. This arrangement permits the use of a folder with a tab on which is typed the subject and its more detailed classification.

Special classification metal tip guides may be

inserted where reference is constant, or where a more detailed classification is desired.

Example:

Guide	*Guide*	*Folder*	*Guide*
Administration			
	Branch Offices		
	Corporation Matters		
	Insurance		
		Insurance — Automobile	
			Fire
		Insurance — Fire	
		Insurance — Liability	
	Office		
		Office — January	
		Office — February	
	Real Estate		
	Staff		
Adv. & Publicity			
	Agencies		
	Catalogs & Booklets		

Numeric

The Numeric system provides for a numeric arrangement of subjects. All subject matter must be indexed and cross referenced The index is usually maintained in card form, with sufficient guiding to facilitate the location of the subjects required. Direct reference must, therefore, be made to the cards to ascertain the number of the folder.

(1) In the Duplex-Numeric system, consecutive numbers are assigned to the principal subjects. As a new subject develops the next unused number is assigned. When the material on any subject accumulates to large extent that subject may be subdivided into as many dependent subjects as seems necessary. This is done by the use of auxiliary numbers or letters, or both.

Example:

3	Office buildings
3 – 1	Masonry
3 – 1 – a	Face brick
3 – 1 – b	Common brick

(2) Because of the necessity of permanently grouping material and subdividing subjects minutely, a Decimal system is frequently used. All decimal classifications are based on the principle of the classification for libraries, prepared by Mr. Melvil Dewey.

All possible subjects are first grouped into ten or fewer main classes, to which are assigned the numbers from 0 to 9 inclusive. Each of these main classes may then be subdivided into nine or fewer subclasses. By the use of a decimal number, these subclasses may again be divided, the divisions under each class being always limited to nine.

With the Decimal system a relative index is necessary for reference when indexing material. A relative index is an alphabetic arrangement of all the principal subjects and their subdivisions, regardless of the classes into which they may be grouped. A card index may also be kept for cross reference purposes. If no card index is maintained cross reference sheets are used.

Decimal systems are found generally in libraries, railroads, government departments, public utility companies and large engineering corporations. This method has the advantage of allowing more minute subdivision, and shows more clearly the relation of one subject to another. It also establishes definitely the class number for any subject, so that uniformity

is possible throughout the various branches or departments of an organization.

The following example is from the Dewey classification which is in general use in public libraries:

Example:

000. General Works
100. Philosophy
200. Religion
300. Sociology
400. Philology
500. Natural Science
600. Useful arts
610. Medicine
611. Anatomy
620. Engineering
621. Mechanical engineering
.1 Steam engineering
.2 Hydraulic engines or motors
.3 Electric engineering
622. Mining engineering
700. Fine Arts
800. Literature
900. History

In connection with railroad work an adaptation of the Dewey classification has been developed by Mr. W. H. Williams. A similar classification has been prepared for use by telephone companies. The following example is taken from Williams Railroad Classification.

Example:

000. General
010. Officers and Employees
100. Executive Department
200. Finance and Accounts
210. Finance (Treasury Department)
211. Capital Stock
211.1 Common
211.2 Preferred
212. Bonds and Mortgages
212.01 Record of Transfer
212.02 Bond Register
300. Roadway and Structures

The War Department at Washington has also developed a decimal subject classification to meet its own particular needs.

Lesson 9

Follow-Up Systems

A FOLLOW–UP is strictly a date file; that is, by some arrangement of month and day guides or of alphabetic guides followed by date guides, certain matters are brought up automatically for attention. All follow-up systems require that all matters which should come up at some future time be marked with the follow-up date, and it seems best to pencil this in the lower right-hand corner, since this becomes, in filing position, the upper right-hand corner. It may, under some conditions, be advisable to mark this material in a more conspicuous manner, in which case, a rubber stamp showing the words "Follow-up," "H. F. A." (Hold For Answer), "Tickle" or "Pending" may be used. A tag or sticker is not recommended because it is quite likely to become detached.

The organization, personnel, etc., must be studied. Generally speaking, however, it seems safe to use some form of department follow-up where there is good organization and where rules relating to filing procedure are enforced. If the organization is lax and there is danger of the follow-up growing into a department file, or of failing to serve its own purpose through inefficient operation, it is better to have a central control of the follow-up.

The different forms of follow-up are:

1. The Card Tickler
2. The Sheet Follow-up
3. The combination Alphabetic and Date
4. Date folders

The Card Tickler

The card tickler is simply a brief reminder of any matter which is to come up at some definite future time. It is not necessarily confined entirely to matter in file, since it may refer to a telephone call or some appointment. The 3 x 5 card, listing one name and subject, date and whatever additional data seems desirable, is recommended as an entirely flexible method. The cards are filed behind month and day guides in a desk box or tray, and those coming up on a given day may be attached to the papers which they call from the file and the whole story is thus sent to the executive interested. The matter should, of course, be charged in the usual way. When it has received attention a new date, if necessary, can be indicated and all the material returned to the file to be treated as previously.

The advantages emphasized for the card tickler are:

1. All material in one place.
2. The whole story at hand when the matter is followed up.
3. Responsibility for follow-up placed under one control.

The disadvantage is the labor involved in unfiling.

The plan of filing used cards alphabetically, in order that they may be available when the same name or subject comes up again, has been tried. While this may result in an economy of cards, experi-

ence seems to show that it is easier and simpler to write a new card than to pull the old card and again refile in the tickler.

When the follow-up is maintained in the Central File Department the card tickler is of special value, because the cards are easy to handle and because of economy of space.

The Sheet Follow-up

The sheet copy is an extra copy of the outgoing letters. This method requires the acknowledgment of every incoming letter that is to be followed up. The carbons are filed under a date arrangement similar to that used in the card ticklers.

This form of follow-up can be used to advantage when the tickler is maintained in departments, since it alone is frequently sufficient for following up the matter in question and reference to the regular file becomes unnecessary.

The Combination Alphabetic and Date

The combination alphabetic and date, or pending and follow-up, differs from the sheet follow-up in that the pending matter relating to one transaction is allowed to accumulate, and also in the arrangement which provides for reference to pending or follow-up material, alphabetically as well as by date. There are several applications of this system.

The individual folders back of each alphabetic guide are used for pending matter which is not marked for any particular date, while material showing follow-up dates is filed in each alphabetic section back of the 1-14, 15-31 guides without folders and with the first "come-up" date in front.

Operation of this file simply means that on a given day, May 7, for example, all the 1-14 guides are, in succession, pulled forward and any material marked May 7 (the follow-up date, as we have indicated, appears in the upper right-hand corner) is taken from the file. The number of 1-14 guides will, of course, be the same as the number of A-Z guides, and the time involved in removing the material is almost negligible.

A slight elaboration of this system provides for two classes of matter — Pending and Date, under the following arrangement: A Direct Alphabetic index is used with tabbed individual folders. Two date guides (1-14, 15-31: two positions, right) follow each alphabetic group of matter. Labels of a different color are used to designate branches, factories, agencies, etc. Pending matter, which is not marked for any particular follow-up date, is held in the individual folders. Matter bearing definite follow-up dates is placed behind the date guides without folders and arranged according to follow-up date, with the first "come-up" date on top.

This combination pending and follow-up is the type of file which executives in many, if not in most, organizations find a necessary system. It is doubtless true that an occasional incoming letter will slip into these files, but if such a letter has been answered, or at least acknowledged, the General File copy of this acknowledgment will indicate the location of the original incoming letter.

Date Folders

Provision has been made for a follow-up by the use of folders with standard tabs printed 1-31 inclu-

sive across the top edge of the tab. Straight-edge folders similarly printed may be used. A moveable indicator — different color for each month — is placed on the follow-up date.

Transfer Methods

Transferring of material from the current or active file is necessary for reasons of economy in labor, equipment and space; therefore, some method for removing obsolete or inactive material from the files to a storage place is essential and must meet the needs of the organization.

There are two kinds of transfer, Periodic and Perpetual:

Periodic Transfer

Periodic transfer is the removal of material at stated intervals (once or twice a year, or at other definite times) from the current file cabinets to the transfer equipment. Periodic transfer may be operated in one of three ways:

1. One Period
2. Two Period
3. Maximum-Minimum Period

1. One Period

Current material occupies usually the entire drawer capacity of the current cabinets. At stated intervals (once or twice a year, or at other definite times), the entire contents of the current file should be removed to transfer equipment and a new file should be started on that date.

2. Two Period

Current material occupies usually the upper two drawers of the current cabinets, and the transferred material of the previous period occupies the lower two drawers. At stated intervals (one or twice a year, or at other definite times), the entire contents of the lower two drawers should be removed to transfer equipment and the entire contents of the upper two drawers removed to the lower two drawers. A new file should be started in the upper two drawers on that date. "Double Capacity," "Multiple Transfer," and "Cycle Method" are terms sometimes used for this method of transfer.

3. Maximum-Minimum Period

Current material is handled throughout the entire capacity of current cabinets as in the "One Period" plan. At the time of transfer, all material bearing a date prior to the minimum period should be removed from the current file cabinet to the transfer equipment. This method requires the elimination of material from each current folder between two fixed dates. The material being transferred may be placed with the matter previously transferred for the same correspondent or subject, or may be retained in the transfer equipment by periods. Empty folders should be removed from the files.

Perpetual Transfer

Perpetual transfer is the removal of obsolete, closed or dead matter at irregular intervals from the current file to the transfer equipment. It is obvious that this transfer method requires the marking of matter when completed or obsolete, or the editing of

the files to determine what matter should be transferred. Transferred material should be permanently maintained in accordance with the system used; not by periods as in plans 1 and 2 of the Periodic method. This method of transfer is used in cases where each subject (*e.g.*, contracts or jobs, legal cases, claims, permanent data or statistical files) is a complete unit. The practice of removing material as folders and drawers fill up should be discouraged, as it usually results in the removal of active material to transfer equipment.

Procedure for Transferring Guides and Folders

A duplicate set of guides and miscellaneous folders should be used for the first transfer file when the "Two Period" plan is used. With the other transfer plans, the guides and miscellaneous folders are somewhat optional as follows:

When the Standard Alphabetic is used, a complete set of guides of a cheaper grade should be secured for the transfer equipment.

When the Direct Alphabetic is used, the miscellaneous folders may serve as guides. In this case it is advisable to move the miscellaneous folders to the guide position, in front of the individual folders.

When the Numeric is used, the guides should not be transferred. As all folders are numbered consecutively no guides are needed. The card index remains intact because correspondent's numbers remain the same year after year.

When the L. B. Automatic Index is used, the primary guides should be transferred and the miscellaneous folders will serve as secondary

guides. The miscellaneous folders should be moved to the secondary guide position in front of the individual folders.

New guides and folders should be used in the current file rather than in the transfer. Each transfer box or drawer, according to the system used, should be labeled with the first division contained within, also with inclusive dates if a periodic transfer plan is used.

All guides may be transferred in any one of these methods if desired.

Folders should be removed from the current file and placed in the transfer equipment in the same arrangement as used in the current file. Folders should be stamped "Transferred" and date of contents indicated.

Equipment

One drawer transfer unit (wood or steel — preferably the latter), which has the same capacity as a drawer of a current file cabinet, is constructed so as to be stacked as high and as wide as desired. This style of transfer equipment is recommended wherever floor space is available, since it has nearly all the advantages of the vertical cabinet.

Wood-end transfer boxes, either correspondence or legal size, but approximately five inches in depth, should be used when floor space is not available and shelves must be used for transferred matter, or where matter is placed in crates for storage in a warehouse.

Lesson 10

Card Records

The Development of the Card Index

THE development of the card system in commercial records dates from the first use of cards or library catalogs. Sometime prior to 1853 a card catalog was made by Mr. Folsom, then Librarian of the Boston Athenæum. This card catalog is particularly interesting, as it is probably the first card catalog made in this country

The first commercial applications of the card system were as indexes to depositors in savings banks and to book ledgers in business houses. In the early seventies, one of the large insurance companies made a card index to their policy holders. Card systems did not come into general use in business houses until sometime after 1892. Since that time business houses have adopted cards for all kinds of records, until today there is hardly any concern in business without many card systems.

In 1894 came the invention of the tab card. This derives its name and special value from the tab or projection appearing on its upper edge. These tabs are cut in regular positions creating, when in place in a tray or drawer, distinct rows in alignment one with another. By the use of the tab cards practically any number of classifications may be obtained at the same time in one record, irrespective of the arrangement of the cards themselves.

There are three separate parts of each card system.

1. Cards
2. Card guides
3. Cabinets or housing equipment

Cards

Care should be taken to select the right size, weight and grade of card for the purpose for which it is to be used. The standard sizes of cards are 3 x 5″, 4 x 6″ and 5 x 8″. It is equally extravagant to choose too good a card or too poor a card. It is not economy to put permanent records on inferior cards. The price of the best cards made is only a small fraction of the cost of putting the record on those cards. To buy cards that will last only a part of the life of the record means not only the expense of new cards, when the first lot is worn out, but the much greater expense of writing the record over again. On the other hand, for a record that is temporary in character or constantly changing, to pay an extra price for cards of great durability is an evident waste. Cards are carried in four weights: Light, medium, heavy and extra heavy.

Card Guides

The best results from any card record can be obtained only when the record is properly indexed or guided. The grades of card guides correspond with those found in the filing sizes. There are three types of card guides: plain guides, celluloided guides and metal tip guides. The tabs may be blank or printed.

Blank Guides

Blank guides are furnished in halves, thirds and fifths, on which special headings to meet particular requirements may be written.

Printed Guides

Printed guides may be obtained printed in sets with alphabetic subdivisions from 10 to many thousands, also month guides, day guides, state guides, etc.

Cabinets or Housing Equipment

Horizontal and Vertical Units

Cabinets for the card sizes may be obtained in the same styles of units as the large size filing drawers, both vertical and horizontal units.

Solid Cabinets

Cabinets of solid construction are made for cards of standard sizes, with the number of trays varying from 1 to 60, according to the size of the cards.

Desk Card Trays

For card systems which require but a few hundred cards, small trays suitable for use on a desk or table may be obtained. These are made in various styles, both with and without covers, and in all of the standard sizes.

Card Record Desks

For card records which require a great volume of posting, card record desks can be used to great advantage. These desks are of unit construction, each unit having a space for four to eight compart-

ments or trays, the number depending upon the size of the cards which they contain. The posting board connects the units. These desks may be had in both wood and steel, with or without covers.

A few of the card systems most commonly found in business houses, and those of most value, are purchase records, sales records, stock records and card ledgers.

Purchase Records

Requisitions

All purchase records start with the requisition. Requisitions for material come to a purchasing agent from branch offices, factories, stores and departments.

The forms should bear the requisition number. They should be made in duplicate, one copy being retained by the branch making the requisition, and filed by number. The original is sent to the purchasing agent. When the order is finally placed a purchase order is issued, and its number is entered on the requisition as a cross reference. The requisition is then filed by number under the name of the branch or department. In some organizations the business is such that only one commodity is placed on the requisition slip. In such cases the requisition may be filed by name of the commodity.

Purchase Orders

Purchases should be made or confirmed by a formal order which will give definite instructions and specify the conditions of the contract.

The purchase order is usually 5″ x 8″, made with three, four or more copies. The original is sent to

the vendor, who files it by customer's name. The duplicate goes to the Receiving Department as notification of material to be received. Here it is filed by number. Sometimes this copy is used later to report back to the Purchasing Department the quantity received, but ordinarily a regular receiving slip is found to be much better for this purpose. The triplicate is filed in the Purchasing Department by order number, and the quadruplicate copy is also filed in the Purchasing Department as a cross reference by vendor's name, first in the *unfilled order file* until completed, and then in the *filled order file*. In some cases it is advisable to file another copy by the name of the commodity.

The office copy of the purchase order should be a light-weight card, so that it may be handled quickly and stand the wear of constant reference. Steel signals are frequently attached to the top of the card for follow-up purposes.

When orders have been filled they are usually filed by vendor's name, using either the alphabetic or the L. B. Automatic Index. This is due to the fact that reference to such orders is usually by the name of the vendor, and in addition it is frequently necessary to consult all orders placed with one vendor.

When the number of orders placed is large, or the reference to order with one vendor infrequent, they may be filed numerically. In this case, it is of course necessary to have a card index under the vendor's name, showing all the order numbers for one vendor.

Receiving Slips

When goods are received by the Receiving Department an inventory of that consignment should be

made on a receiving slip. Three or more copies should be made. The original goes to the Purchasing Department where it is checked with the purchase order for those goods, and filed by number. The duplicate goes to the stock room or the department ordering the goods, where it should be matched with the requisition, and filed by number if it is to be kept. The triplicate is held in the Receiving Department, and filed by number.

Quotation Records

In order that a purchasing agent may have a comparative list of prices for various articles so that he can buy intelligently, he must keep a record of quotations which he may receive verbally from a salesman, in a letter, or in regular price lists. These are recorded on cards, one card being used for each article, or for each size of an article. They are filed alphabetically by name of the article, either with ordinary A-Z guides or with specially printed guides. This record is perpetual, new cards being added in their proper alphabetic order, and the obsolete ones being removed without disturbing the others.

Record of Purchases

This record is very similar to the quotation record, and the cards are usually filed by name of the article. This record tabulates the exact amount bought of each article, from whom bought, and the price paid.

Sales Records

The preparation of statistics which are required by the Sales Department can be accomplished only

by the maintenance of sales records, which tabulate the items needed from the salesmen's orders and reports, and from the correspondence received.

Mailing List

This is a name list of customers and prospective customers. A card is made out for each name, and may be filed alphabetically, or geographically by salesman's territory.

Salesman's Report Slips

A salesman makes out a report for each customer on whom he calls. These are sent to his territory manager who files them usually geographically according to the salesman's territory.

Sales Follow-up Slips

One slip is made out for each customer or prospect and, as in the correspondence follow-up, it is filed alphabetically back of the date guide indicating the day on which this matter should receive further attention.

Sales Record

A card is made out for each customer and prospect, showing briefly what advertising matter has been sent to him, and also a summary of his purchases by class commodity for each year. These may be filed alphabetically, or geographically by salesman's territory.

In connection with this, a record is also maintained to show the sales by territories and by individual salesmen.

Stock Records

In order to enable a purchasing agent to buy intelligently, to prevent tying up money by carrying an excess stock of goods, and to prevent delay, embarrassment and unnecessary expense by running out of stock it is necessary to maintain a perpetual stock record. This record shows the quantity of goods or material on hand at any given time; it shows what commodities are being sold or used most rapidly; and what orders have been placed to replenish anything which may be getting low.

One card is made out for each article, for each size, grade and color of that article. The cards are filed alphabetically. In a small stock record the ordinary A-Z guides are usually satisfactory, but in the larger records it is better to have guides with special headings. The tabs in the first position at the left should bear the main headings. Smaller tabs in positions to the right should bear the sub-headings to indicate the various sizes, grades or colors.

Card Ledgers

Card ledgers have been so widely adopted by business houses of all sizes in all lines of business that the system is now recognized as standard. As the loose leaf was an improvement on the old-fashioned bound book ledger, so the card ledger has many advantages over the loose leaf form.

Advantages

The following advantages found in the card ledger present unanswerable arguments in its favor:

1. Greater efficiency and more accurate results.

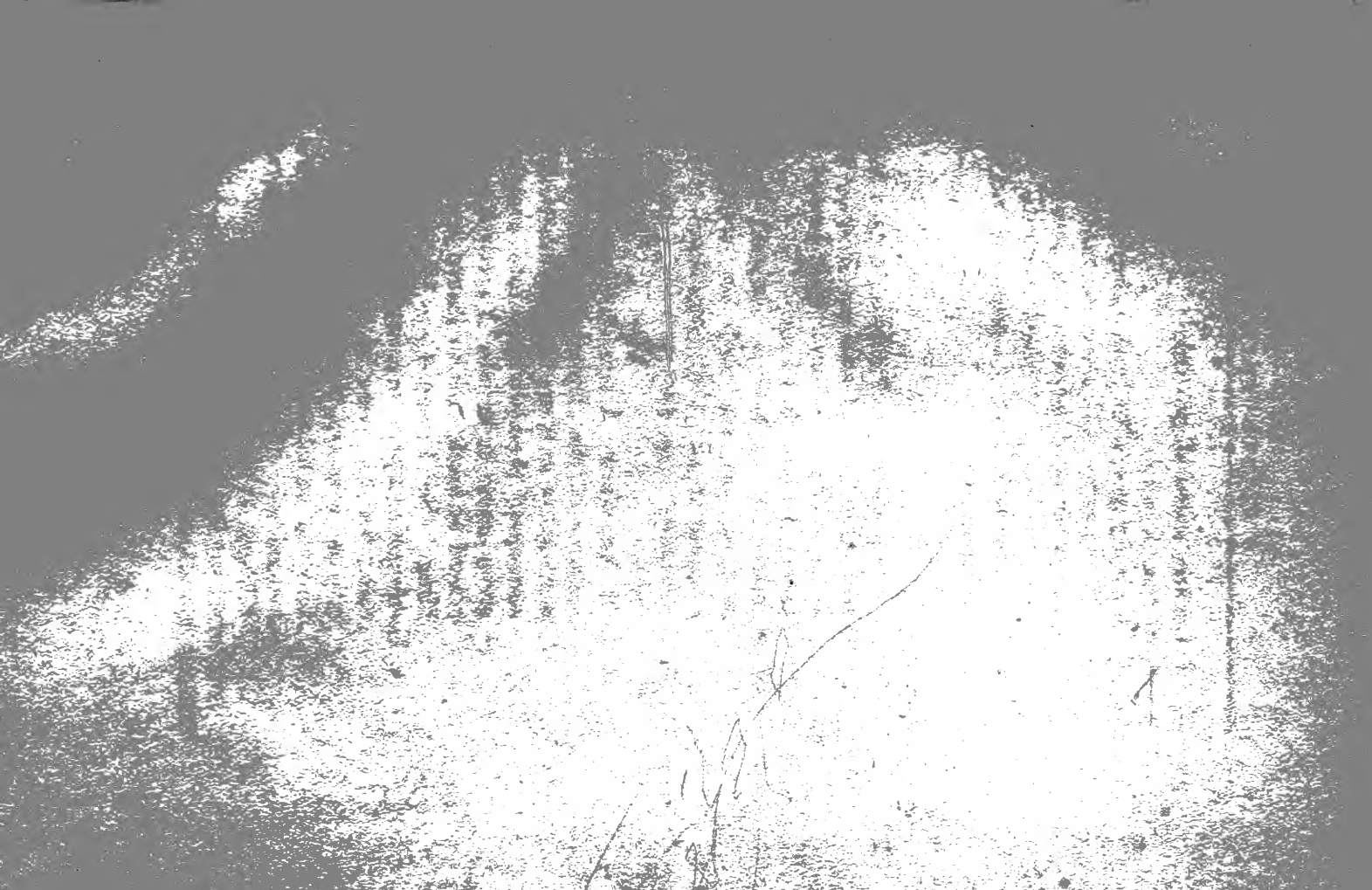
2. Greater speed in posting.
3. Saving in space.
4. Flexibility gained through a perpetual system which carries only active accounts, permits the insertion of cards for new accounts and the transferring of closed accounts.
5. Economy in the cost of equipment and maintenance.

Guiding

There are four methods of guiding a card ledger:

1. Direct Alphabetic: Cards are filed by name as in a city directory. (See Lesson 3 — Direct Alphabetic Filing.)
2. Numeric: A number is assigned to each account, and the cards are arranged in numeric order. This necessitates a separate index. (See Lesson 5 — Numeric Filing.)
3. L. B. Automatic: A combination of the best features of the Alphabetic and Numeric methods. Cards are filed alphabetically by surnames, then divided into groups by given names or initials. A group number is placed on each card to insure accuracy in filing. (See Lesson 6.)
4. Geographic: Cards are arranged alphabetically, first by name of the state, then by city or town, and then by name of the customer in each town. This method is not in general use. (See Lesson 7 — Geographic Filing.)

Any of these four methods best adapted to the existing conditions may be used.



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